

GETTING STARTED WITH ACCESSIBILITY

Use this checklist and related resources to ensure that your district or school offers accessible materials and services to meet the needs of all students

1. PERFORM AN ACCESSIBILITY AUDIT



- Review accessibility policies at similar institutions
- Conduct an accessibility audit of your technology, services, and programs
- Hire or assign dedicated accessibility staff

2. DEVELOP AN ACCESSIBILITY PLAN

- Create an institution-wide vision of accessibility for all and commitment to Universal Design for Learning
- Address any issues uncovered in the audit



3. CREATE COMMUNICATIONS PLAN



- Communicate institution-wide vision
- Engage all stakeholders (e.g., teachers, students, parents) through multiple means (e.g., website, email, newsletters)

4. MAKE COMPLIANCE A PRIORITY

- Ensure that procurement requests and vendor contracts include information about how they comply with federal and state accessibility laws and guidelines



5. BUILD CAPACITY



- Train staff on accessibility federal and state laws and guidelines
- Ensure staff are knowledgeable about developing accessible content