



Colorado 2024 Web Accessibility Checklist [\[download latest\]](#)

Congratulations on your commitment to ensuring that your district's website is accessible to your entire community, including those with disabilities. This checklist will help you ensure compliance with **HB21-1110** and **8 CCR 1501-11** by the **July 1, 2024 deadline**.

Before you begin

- Review the latest [Technology Accessibility Rules](#) from Colorado's Office of Information Technology
- Perform an initial scan to check for known issues using [checkmydistrict.org](#) or another tool
- Have your website provider's contact information to report any issues

One-time actions - examples available at <https://getstreamline.com/accessibility-policy>

1. **Designate an accessibility officer** - We have designated one staff member to be the accessibility officer who will be the go-to contact for accessibility issues.
2. **Approve an accessibility policy/transition plan¹** - Our board has approved an accessibility policy that includes the level of accessibility you are adhering to (WCAG 2.1 AA)
3. **Create and post an accessibility page** - We have created a dedicated accessibility website page to house all accessibility-related content.
4. **Create a process for community concerns** - We have a process in place where a community member can submit a concern via form, phone number, and/or email address
5. **Enable closed captions on your videos** - Our videos all have closed captions, and we have a process for including closed captions in future videos. YouTube includes this for free, when enabled. [Learn how](#).

Ongoing actions - recommended once per month

6. **Scan your website pages each month** - We have scanned every page of our website, every page has a score and list of issues to remediate. Free tools include [checkmydistrict.org](#), Google Chrome Lighthouse (F12 will activate), and [achecker.com](#). Demand your web developer address any issues that arise.
7. **Check your attachments** - We have checked all of our attachments and written a disclaimer for any third-party attachments that we do not have the ability to remediate. Note: 8 CCR 1501-11 provides an "undue burden" clause that could apply for archived PDFs, although we recommend fixing popular PDFs
8. **Perform remediations** - if issues are detected by a scan or reported by your community, take action to fix

Other actions to consider

- Third-party ADA audit - larger districts should consider hiring an outside firm to conduct an audit. Manual testing by users with disabilities is the gold standard to ensure access.
- Choosing a platform or insurance that indemnifies or insures you against the risk of fines

Updated Jan 23, 2024, for the latest recommendations to comply with the Americans with Disabilities Act (ADA) / WCAG 2.1 AA / Section 508 / HB 21-1110 (CO) and 8 CCR 1501-11. Learn more about accessibility for special districts at <https://www.nationalspecialdistricts.org/ada>

www.getstreamline.com/accessibility

¹ Stay tuned for more information and a special district template for the required [technology accessibility transition plan](#)