



School Website Accessibility Policies

School Webmasters has created this document to help you craft a website accessibility policy compliant with federal regulations. In order to comply with [Section 504 of the Rehabilitation Act of 1973](#) and [Title II of the Americans with Disabilities Act of 1990](#), websites must meet the Web Content Accessibility Guidelines (WCAG) as instituted by the World Wide Web Consortium's (W3C) Web Accessibility Initiative (WAI) or risk non-compliance complaints with the U.S. Department of Education's [Office for Civil Rights \(OCR\)](#).

To help your school demonstrate compliance, we have created the following policy template.

Sample School Website Accessibility Policy

This is a simple website accessibility policy that should be included in your complete policy manual and made available on your website.

At [School Name], we seek to understand and respect the unique needs of our students and community. We are committed to ensuring the accessibility of our web content to people with disabilities. All content on our website will conform to the Web Content Accessibility Guidelines (WCAG) 2.0, Level AA.

This policy applies to all new, updated, and existing web content on [[www.SchoolWebAddress.com](#)] and [include if applicable] all content on our teacher sites and intranet. Accessibility checks and training will be incorporated into the publishing workflow for all new website content. In addition, we will ensure third-party content providers are aware of our web accessibility policy and will favor providers based on their accessibility conformance claims.

Each page of the website will include a link to a form providing a method for users to submit feedback on the site; this information will be compiled and considered during the review process. Any accessibility issues should be reported to [responsible department or third-party name] at [contact e-mail] or by using the posted form.

All areas of the [School Name] website will be reviewed annually. Reviews are the responsibility of [responsible department or third-party*].

This policy will be reviewed annually to ensure current compliance and was last reviewed [Date Reviewed] by [department or party responsible].

Optional verbiage to include in your policy

Below is sample verbiage if time is needed to effect changes in your current website to be fully compliant.

We are currently working to bring our website into compliance. We expect [School Name]'s web content will meet WCAG 2.0, Level AA conformance by [Goal Date].



You may wish to include verbiage that explains how you will address issues in the future.

[School Name] has modified policies to prioritize accessibility glitches to ensure they are remedied with the same level of priority as any other equivalent loss of website function.

**If the review will be completed by a third-party, you may wish to explain this further in your policy.*

[School Name] will utilize a knowledgeable website accessibility consultant responsible for conducting annual website accessibility evaluations.

You may wish to include information on how to view and print PDF documents on your website.

Adobe Acrobat is required to view and print PDF documents that appear on this website. To download this program for free, visit the [Adobe website](#). To read PDF documents with a screen reader, please refer to the [Access Adobe website](#), which provides useful tools and resources.

Where to include your policy

We recommend adding your accessibility policy to your website footer—the same way you include your privacy policy or copyright information. A link titled “Accessibility” can open a page that includes your policy and a feedback submission form. In addition, ideally, web accessibility policies should be included in your branding guidelines so that accessibility is a priority and not an afterthought for your websites.

Sample Website Request Form

Date of Request: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Website address (or location) of accessibility problem: _____

Description of the problem encountered: _____

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Solution desired: _____

Thank you for bringing this matter to the [District/School's] attention. You may be contacted if more information is needed to process your complaint/request. The investigation process is typically completed within fifteen (15) working days from the date it was received.

Signature: _____