

MEMORANDUM

June 13, 2019

TO: All Administrative Offices

FROM: Eugene P. Baker, Chief Information Officer
Information Technology Services



SUBJECT: AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE FOR DISTRICT WEBSITES

Pursuant to the Americans with Disabilities Act (ADA), all District websites must be accessible to individuals with disabilities. As a result, District websites must be transitioned to an ADA accessible format as soon as possible but no later than August 2021. District offices are strongly encouraged to expedite their transition to full compliance. In order to assist in the facilitation of this process, three (3) options are being made available to District offices and are detailed below.

Website Template for District Offices developed by Information Technology Services (ITS)

District offices may choose to utilize an ADA accessible website template that has been developed by ITS. This is the recommended option.

- District offices can request access to the Website Management System (WMS) through the Employee Portal, via an Internet Service Request.
- Once access has been provided, the WMS is available via the Employee Portal.
- ITS checks template for ADA accessibility.

Websites Managed by District Offices

- Websites managed by departments, must ensure that it meets the Web Content Accessibility Guidelines (WCAG 2.1).
- WCAG 2.1 document for schools and District offices is available at <http://websiteguide.dadeschools.net>.
- District offices will be responsible for ensuring that their websites are ADA accessible.
- **NOTE: As part of the compliance audit, District office websites may be audited beginning the 2020 – 2021 school year. District office websites found to be non-compliant will be moved to the District template.**

Websites Managed by Third-Party Vendors

- An RFP is being developed to establish a list of pre-approved vendors that District offices can use for website development.
- District offices that want to continue utilizing a third-party vendor, will be required to select a vendor from a pre-approved list as a result of the RFP.

ITS will be providing an online ADA overview for District offices that manage their websites or are using the District template. A Weekly Briefing will be sent with the dates and times for the overview sessions.

If you have any questions, please contact for assistance Mr. Eugene P. Baker, Chief Information Officer, Information Technology Services at 305-995-3754 or Mr. Jorge Fernandez, Administrative Director, Application Development and Client Support at 305-995-3885.

EPB/dl
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cc: Ms. Marie Izquierdo
Ms. Tabitha Fazzino
Ms. Joyce Castro
Ms. Sara Marken
Mr. Jorge Fernandez