


MEMORANDUM

June 4, 2019

TO: ALL PRINCIPALS

FROM: Mrs. Valtena G. Brown, Deputy Superintendent/Chief Operations Officer 
School Operations

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

Pursuant to the Americans with Disabilities Act (ADA), all school websites must be accessible to individuals with disabilities. The District is currently in the process of bringing all websites into compliance. As a result, school websites must be transitioned to an ADA accessible format no later than August 2020.

Schools may use one of the following or combination of the options provided below to achieve this goal:

Website Template for Schools developed by Information Technology Services (ITS):

- An ADA accessible website template that has been developed by ITS. This is the recommended option.
- The template is available in the Employee Portal under Apps | Services | Sites using the School Mobile App Admin (SMA) link.
- Principals can authorize selected staff/designees via the WSMA-SCHOOL MOBILE ADMN authorization in their QuadA+/AAAA.
- Registration for template training can be done via MyLearningPlan under the title **School Website Template Training**.
- ITS is responsible for checking template for ADA accessibility.

Websites Managed by Schools:

- Schools must ensure that they meet the Web Content Accessibility Guidelines (WCAG 2.1).
- The WCAG 2.1 guidelines for schools and District offices may be accessed at: <http://websiteguide.dadeschools.net>.
- Schools are responsible for ensuring that their websites are ADA accessible.

Websites Managed by Third-Party Vendors:

- An Invitation to Bid (ITB-18-067-DP, Website Development) has been developed to establish a list of pre-approved vendors for website development which is pending board approval in July.
- Moving forward, schools electing to utilize a third-party vendor should terminate the existing website services by **June 30, 2019**. If you have a contract that ends beyond the timeline, contact your Region Superintendent.
- Schools that want to continue utilizing a third-party vendor, will be required to select a vendor from the pre-approved list as a result of the ITB.
- Schools selecting this option may experience idle time between the board approval of pre-approved vendors and website updates.

Lastly, school websites will be audited beginning the 2020-2021 school year. School websites found to be non-compliant will be moved to the district's template.

If you have any questions or need assistance, 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.

VGB/cg
M#085

cc: Chief of Staff
School Board Attorney
Chief of Information Technology
Region Superintendents