

1 Website Basics

- ☐ Text has a contrast ratio of at least 4.5:1 against its background (3:1 for large text).
Check body text, buttons, and navigation labels — not just headlines.
- ☐ The page is fully usable when text is enlarged to 200% in the browser.
No text should be cut off, overlapping, or hidden.
- ☐ Every interactive element — links, buttons, menus, form fields — can be reached and used with the keyboard alone (Tab, Shift+Tab, Enter, Arrow Keys).
- ☐ A visible focus outline appears on whatever element is currently selected via keyboard.
- ☐ A "Skip to main content" link is available at the top of every page for keyboard users.
- ☐ Each page has a unique, descriptive page title (shown in the browser tab).
- ☐ Navigation, header, and footer stay consistent and predictable from page to page.

2 Images & Media

- ☐ Every meaningful image has descriptive descriptive text explaining its purpose or content.
- ☐ Purely decorative images are marked so screen readers skip them.
- ☐ Videos include accurate closed captions.
Include workshop recordings, webinars, and social clips — not just formal trainings.
- ☐ Audio content (podcasts, recorded calls) has a text transcript available nearby.
- ☐ No video or audio auto-plays with sound when a page loads.

3 Documents & Downloads

Parent Centers often publish more downloadable guides, handbooks, and IEP resources than the average website — this section deserves extra attention.

- ☐ PDFs are tagged (not just "printed to PDF") so screen readers can interpret headings, lists, and reading order.
- ☐ Scanned, image-only documents are avoided or paired with an accessible, text-based alternative.
- ☐ Documents use a real, structured heading hierarchy (Heading 1, 2, 3) rather than bold or enlarged text.
- ☐ Images inside documents have descriptive text; decorative graphics are marked as such.
- ☐ Tables in documents have marked header rows and avoid merged cells where possible.

4 Forms & Intake

- ☐ Every field has a visible, programmatically associated label — not just placeholder text.

- ☐ Required fields are marked with text (e.g., "required"), not color alone.
- ☐ Error messages describe the problem in words and are announced to screen readers, not shown only as a red border.
- ☐ Tab order moves logically through the form, matching the visual layout.

5 Content & Language

- ☐ Link text describes its destination ("Download the IEP Rights Guide"), avoiding vague phrases like "click here" or "read more."
- ☐ Content is written in plain, clear language appropriate for a broad range of reading levels.
- ☐ Each page's language is correctly set in the page code (e.g., English vs. Spanish), especially on translated pages.
- ☐ Headings are used to organize content logically, not just to make text look bigger.

6 Multilingual Resources

If your Center serves multilingual families, accessibility and translation should be reviewed together — a translated page that isn't accessible only solves half the problem.

- ☐ Translated pages and PDFs meet the same accessibility standards as the English originals (tagging, descriptive text, structure).
- ☐ Language-switcher controls are clearly labeled and keyboard-operable.
- ☐ Machine-translated content is reviewed for accuracy before publishing, especially for legal or rights-related material.

7 Events, Webinars & Social Media

- ☐ Webinar platforms have live captions or a live captioner enabled for trainings and workshops.
- ☐ Event registration forms follow the same form-accessibility practices as the rest of your site.
- ☐ Social media posts include descriptive text on images and avoid text embedded only inside graphics.
- ☐ Hashtags used in social media posts should be in camel case (e.g., #ParentCenters instead of #parentcenters).
- ☐ Email newsletters use real headings, sufficient contrast, and descriptive link text.

8 Ongoing Maintenance

- ☐ An automated scan (e.g., WAVE or axe) is run periodically, especially after redesigns or new content pushes.
- ☐ Key pages and forms are manually tested with a keyboard and, ideally, a screen reader.
- ☐ Staff who publish content receive basic training on writing descriptive text, using headings, and creating accessible documents.
- ☐ An accessibility statement is published with a clear way for visitors to report barriers.

Next Steps

This checklist is designed to help you spot the most common barriers quickly. A full WCAG 2.2 AA audit goes further — testing every template, document type, and user flow with both automated tools and assistive technology.

AmDee LLC works with nonprofits and Parent Centers to run those audits, remediate what's found, and put lightweight processes in place so accessibility holds up as your site grows.

AmDee LLC

Web Accessibility Consulting

amdeellc.com

Contact

Amar Trivedi (amar@amdeellc.com)

Phone: 1-866-921-7335 ext 700