Communication Accessibility Checklist

Use this checklist to ensure your school communications are accessible, inclusive, and effective for all families in your district.

NOTES

COMMUNICATION CHANNELS

- ☐ Offer information in multiple formats (e.g., text, audio, video)
- ☐ Provide both digital (email, website, app) and non-digital options (printed materials, phone calls)
- ☐ Ensure critical information is communicated via multiple channels

LANGUAGE & TRANSLATION

- ☐ Communications are available in all primary languages spoken by school families
- ☐ Use professional translation services or certified bilingual staff for translations
- ☐ Avoid idioms, colloquialisms, or culture-specific references that may not translate well
- ☐ Include information on how to request translations in other languages

VISUAL ACCESSIBILITY

- ☐ Use high contrast colors for text and background
- ☐ Avoid using color alone to convey meaning
- ☐ Include alt text for all images in digital communications
- ☐ Use descriptive hyperlink text (e.g., "Click here for the school calendar" instead of just "Click here")
- ☐ Provide printed materials in large print options upon request

DIGITAL ACCESSIBILITY

- ☐ Ensure website and digital communications are screen reader compatible
- ☐ Provide transcripts for audio content and captions for video content
- ☐ Use heading structures correctly in digital documents
- ☐ Ensure all online forms are keyboard navigable

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READABILITY & CLARITY

☐ Use plain language, avoiding educational jargon and complex terminology
☐ Keep sentences and paragraphs short and concise
☐ Use bullet points or numbered lists for easy scanning
☐ Ensure font size is at least 12pt for printed materials

CULTURAL RELEVANCE & INCLUSION

☐ Review communications for cultural bias or assumptions
☐ Include diverse representation in images and examples
☐ Be mindful of cultural differences in communication styles
☐ Acknowledge and respect diverse family structures

FEEDBACK & IMPROVEMENT

☐ Regularly solicit feedback from families on the accessibility of communications
☐ Provide clear contact information for accessibility-related questions or requests
☐ Review and update this checklist regularly based on family feedback and changing needs

STAFF TRAINING

☐ Provide training to staff on creating accessible communications
☐ Ensure all staff know how to access translation services and accessibility tools

Remember: Accessibility is an ongoing process. Regularly review and update your communication practices to ensure they meet the evolving needs of your school community.