

This checklist is organized to facilitate a efficient review process for the webmaster. It is grouped as follows:

Design/technical elements - things that will impact how you design your templates and pages or that wouldn't typically be required of a publisher using Contribute.

Required - Information, pages, and/or links that must be included in your website.

Content design elements - things that need to be considered as you and your publishers create content pages.

Details about the requirements and implementation resources can be found in the DDESS Guide to Web Compliance section of the DDESS Intranet.

Indicates a requirement of Section 508 - If the design element is not used in your website mark it as

* Not/Applicable.

Design/technical elements - things that will impact how you design your templates and pages or

Each page indicates that the content is current	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
A content review process has been established to ensure content is kept current.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Information of interest only to employees is not posted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Web pages are only published to www.am.dodea.edu	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
U.S. Sponsorship is shown on every page.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Links are review according to an established schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Links are blue and underlined (except navigation)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Tiny text is not used for links (except as permitted)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Links are not placed so close together that users with reduced motor skills will have difficulty selecting them.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Content is organized for citizens and intended audiences (Information Architecture)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Customer satisfaction and usability are evaluated to improve the website.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
The website can be viewed with web browsers: IE 6 and 7 and Firefox	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
The website can be viewed using Windows or Macintosh operating systems	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Web pages make sense at screen resolutions of: 1024 x 768, 1280 x 1024, and 800 x 600	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Users are not required to scroll horizontally.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Consistent navigation is used throughout the website.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Every page, except the homepage, has a link back to the homepage.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Background images are simple and used sparingly	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
The use of images reflect a professional design strategy consistent with an academic institution.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Images are smaller than 35K whenever possible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Access is provided for people with limited English proficiency.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
The site complies with the Paperwork Reduction Act.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Website visitors are not permitted to enter and/or post information directly into Web content.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Website has been registered with GILS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
All information conveyed with color is also available without color.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* Documents are readable without requiring an associated style sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

* Redundant text links are provided for each active region of server-side image maps.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* Client-side image maps are provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* Markup is used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* Frames are titled with text that facilitates frame identification and navigation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* Pages are designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* A text-only page, with equivalent information or functionality, has been provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* The content of the text-only page will be updated whenever	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* Pages that utilize scripting languages to display content, or to create interface elements, identify the information provided by the script with functional text that can be read by assistive technology.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* Electronic forms designed to be completed on-line, allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* A method is provided that permits users to skip repetitive navigation links.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* When a timed response is required, the user is alerted and given sufficient time to indicate more time is required.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

Required - Information, pages, and/or links that must be included in your website.

Contact Us page	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
About Us/About our School Page	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Site map or index	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Forms page	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Jobs (Link to DDESS Employment Opportunities)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Policies and Procedures page	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Registration information	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Attendance policy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Discipline policy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Dress Code	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Graduation Requirements (High Schools)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Homework policy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
School transportation policies, safety, points-of-contact	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Course descriptions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Link to DoDEA Curriculum standards	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Special Education Information	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Athletic programs	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Information for PCSing families	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
School Calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
PTO/PTA/PTSA contact	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
School volunteering opportunities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked

Parent Handbook (PDF/Downloadable format)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Student Handbook (PDF/Downloadable format)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
School Improvement Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Accreditation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
School demographics	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Freedom of Information Act procedures (Link to DoDEA's FOIA page http://www.dodea.edu/home/dodea.cfm?gnav=foia)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Link to DoDEA's Privacy Policy (http://www.dodea.edu/home/dodea.cfm?gnav=notices)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
EEO Information Link	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
No Fear Act (Link to DoDEA's page: http://www.dodea.edu/home/dodea.cfm?gnav=nofear)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
School Mission/Vision	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Name and contact information for Principal and Assistant Principal	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Accessibility statement	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Link to DoDEA Homepage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Link to DDESS Homepage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Link to community or district website.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
The Contact Us Page includes:	
Mailing address	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Phone number	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Email or web contact form	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Direction on how to report errors.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
The About Us Page Includes:	
Full name of school	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Name of leadership	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Parent organization information	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Description of your mission	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Link to CSP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Link to SIP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked

Content design elements - things that need to be considered as you and your publishers create co

Common terminology is used.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Acronyms are spelled out upon first use in text.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Web writing style is used.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Context is provided on each page.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Links to other pages with related content are provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Each web page has a unique, concise, and meaningful page title.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Information for employees only is not posted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Site does not duplicate content found on other Federal, DoD or DoDEA websites	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Hyperlinks to non-government websites support the mission	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Links to non-government web pages notify users they are leaving the school website.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Content disclaimers are provided for non-federal government websites	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Site does not contain links to sites with security and access controls.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Links to large documents or graphics specify the file type and size.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked

A text only link to the location of the plug-in or helper application is provided when necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Link text is brief but descriptive, not just "click here"	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Images are not used for links.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Non-link text is not underlined.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Blue is not used for non link text	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Web pages are limited to less than 3 screens in length	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Content is written in plain language.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Content is presented in HTML, XHTML or other standard format whenever possible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
PDF is only used when there is a clear business need to use the format.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Documents are not available only in proprietary formats (MS Word, Power Point, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Text descriptions are included when linking to a document in alternative format such as PDF, Word.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Website does not include any of the following:	
Social Security Numbers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Dates of birth	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Home addresses	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Telephone numbers other than duty numbers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Personal electronic mail addresses	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Names, locations, and identifying information about U.S. military members, Government employees, or their family members.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Detailed building description or depiction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Email addresses that matches a current log-in account of name of a DoDEA employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Individual student pictures.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Product endorsements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Anything that would give the appearance of preferential treatment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Commercial sponsorships or advertisements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Constantly running animations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Scrolling text or marquees.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Images, video, animation and audio are only used to help convey, or are supportive of, the website's message or other content.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Images reflect a consistent theme and support the website mission.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
The use of images reflect a professional design strategy consistent with an academic institution.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Publishers comply with digital rights, copyright, trademark, and patent laws.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
Website visitors are not permitted to enter and/or post information directly into Web content.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked
* A text equivalent for every non-text element is provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* Multimedia equivalent alternatives are synchronized with the presentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
* Row and column headers are identified for data tables.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

<p>* Markup is used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
<p>* Web pages that require an applet, plug-in or other application to interpret page content, provide a link to a plug-in or applet that complies with §1194.21(a) through (l).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>