Santa Monica College

1900 Pico Blvd.

Santa Monica, CA 90405

Email address and/or phone number

Date

Publisher’s Contact Information

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Santa Monica College has a legal obligation to adopt digital instructional resources that are accessible to all students including students with disabilities. Therefore, before adopting \_\_\_\_\_\_\_\_\_\_, we need accessibility information about all its navigation and content.

We understand that although (Insert name of publisher.) is working towards achieving 100% accessibility, some accessibility gaps may persist for a while. Should we choose to adopt \_\_\_\_\_\_\_\_\_\_ despite these gaps, we must implement a compensatory backup plan. Creating this backup plan requires your providing specific information on all accessibility challenges. Additionally, for each accessibility challenge, we need an estimated timeline for when the accessibility challenges will be eliminated.

To assist us in obtaining the accessibility information we need, please provide us answers to the questions below.

1. Is your product 100% compliant with the Section 508 standards and/or the Web Content Accessibility Guidelines, Level 2 Conformance in all aspects of content and navigation? Please include associated assets like PowerPoint files and digital assets linked to within the platform.
2. If not, what are the accessibility challenges. Please be as specific as possible.
3. How was the accessibility of your product validated? For example, was it user-tested by people who are blind?
4. Does your platform enable giving individual students extra time on tests?

Thank you for your cooperation.

Sincerely,