

Vendor Compliance Email Template

Going forward, K-12 school districts are required to ensure their public-facing digital content meets WCAG AA 2.1 accessibility requirements. This mandate extends beyond your districts' digital platforms: all third party platforms, LMS portals, and interactive tools your district uses must also comply.

To ensure compliance, you need to collect VPAT (Voluntary Product Accessibility Template) and, optionally, ACR (Accessibility Conformance Report) documentation from all third party vendors your district uses.

How to Use

Copy the template and replace the bracketed fields with your specific district and vendor details. Send this to any vendor whose digital tools are used in your district.

[Click here to open the template in your email client](#)

Accessibility compliance request regarding **[Tool/Platform Name]**

Hello **[Vendor Contact Name]**,

In April 2024, the US Department of Justice updated its regulations for the [Americans with Disabilities Act \(ADA\)](#). This new rule sets specific legal requirements for the digital tools and electronic resources we use in **[District Name]**, including those provided by third-party vendors.

Moving forward, all digital tools and electronic resources provided by vendors must conform to [WCAG 2.1 AA standards](#). Meeting these standards ensures that everyone can access and use digital content.

[District Name] values your services and products and wants to continue working with you, while also fulfilling our legal obligations. We require that your product conform to WCAG 2.1 AA in order to continue using your services.

The law requires us to collect, retain, and be able to answer questions about your digital accessibility. To help ensure compliance and streamline this process, we request that you provide your VPAT (Voluntary Product Accessibility Template) and, optionally, ACR (Accessibility Conformance Report) documentation as soon as possible.

Compliance with the standard will be a requirement for new contract cycles.

We appreciate your attention to this legal requirement as we strive to ensure our digital tools and electronic resources are accessible to everyone.

Thank you.

[Sender Name]

