

# Equivalent Access Requirements for Students with Disabilities Report FY 24

**Office of Information Technology -  
Accessibility Branch**

June 2024

PRESENTED BY

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## Meeting Norms

- Please make sure you are muted.
- Chat is being monitored by the Maryland State Department of Education (MSDE) staff.
- Questions can be entered into the chat at anytime and will be addressed at the end of each section.
- Participants will have access to all meeting materials after all the information sessions have concluded.



## Presentation Outline

1. Background
2. § 7-910 Equivalent Access Requirements for Students with Disabilities Report
3. Report Revisions
4. Next Steps



1. Background
2. § 7-910 Equivalent Access Requirements for Students with Disabilities Report
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## Background Information

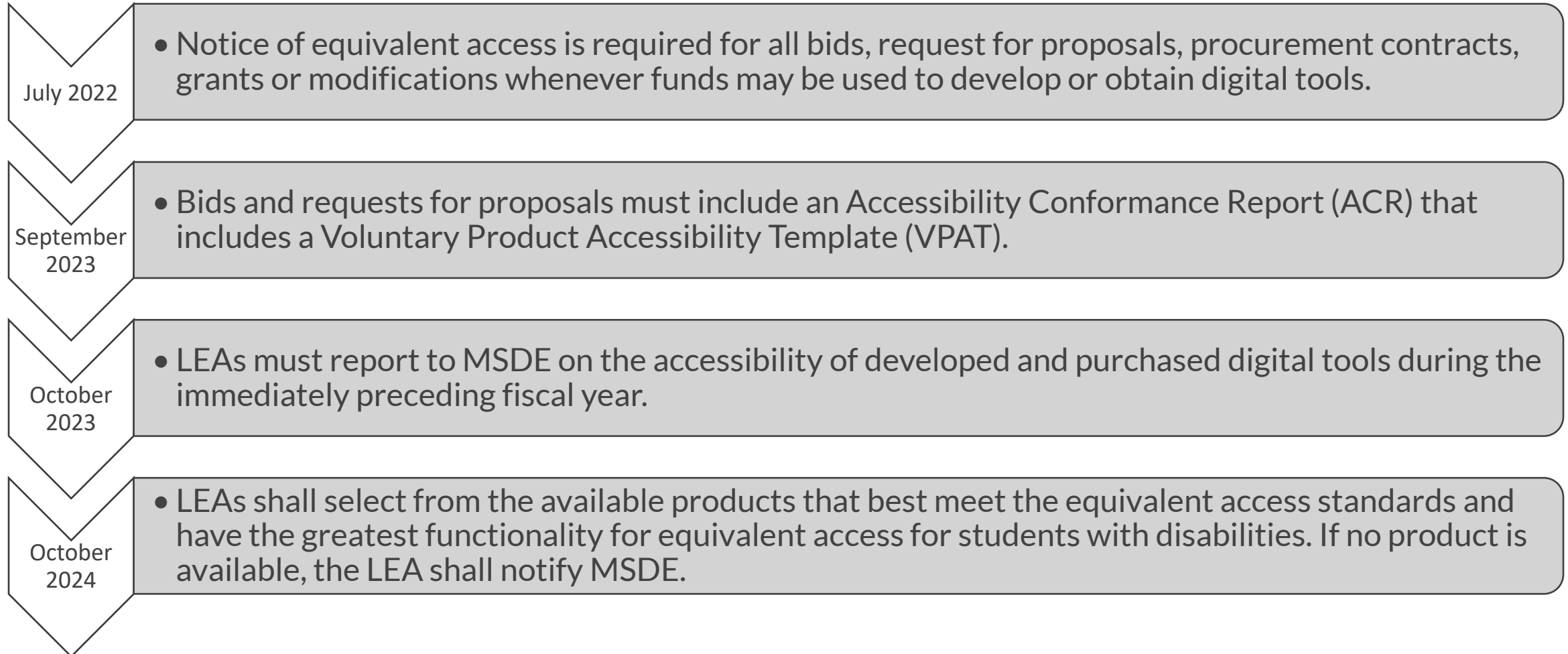
Information Related to § 7-910 Equivalent Access Requirements for Students with Disabilities.

## § 7-910 Equivalent Access Requirements for Students with Disabilities

Requires a local education agency (LEA) to **provide equivalent access to digital tools for students with disabilities**, including the **development, purchase, and provision of certain digital tools**.

- Ensures that certain **specifications** are used in grants and procurement contracts.
- Requires procurement contracts to **indemnify** the LEA for certain liabilities and costs.
- Requires a vendor who provides an LEA with a digital tool, that **fails to meet specific measured standards, to modify the digital tool at the vendor's expense**.

# Implementation Timeline



## October 2024 Timeline

October  
2024

- LEAs must report to MSDE on the accessibility of developed and purchased digital tools during the immediately preceding fiscal year.

October  
2024

- LEAs shall select from the available products that best meet the equivalent access standards and have the greatest functionality for equivalent access for students with disabilities. If no product is available, the LEA shall notify MSDE.

## (2) “Digital Tool” means:

(i) Online Platform

(ii) Online Course

(iii) Information and Communication Technology (ICT) Services, that are directly connected to student instruction

(iv) Digital Content

(v) Digital Technologies not requiring sight in an equally effective and integrated manner

[§ 7-910 Equivalent access requirements for students with disabilities](#)



### **(3) (i) “Equivalent access” means:**

the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology, including by nonvisual means, so that a student with disabilities can access the same services as a student without disabilities with substantially equivalent ease of use.

(ii) “Equivalent access” includes:

1. Keyboard controls used for input and synthesized speech;
2. Braille; and
3. Other audible or tactile means used for output.

[§ 7-910 Equivalent access requirements for students with disabilities](#)

## **(4) “Nonvisual access” means:**

the ability to receive, use, and manipulate information and operate controls necessary to access information and communications technology through keyboard controls, synthesized speech, braille, or other methods not requiring sight.

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## § 7-910 Equivalent Access Requirements for Students with Disabilities Report

Maryland State Department of Education (MSDE) reporting requirements

# § 7-910 Equivalent Access Requirements for Students with Disabilities

On or before October 1, 2023, and each October 1 thereafter, each LEA shall submit a report to MSDE on the accessibility of the digital tools the LEA developed or purchased for use during the immediately preceding fiscal year.

[§ 7-910 Equivalent access requirements for students with disabilities](#)

# LEA Information

## 1. Local Education Agency

Use the dropdown to select your LEA.



The screenshot shows a web form for the Maryland State Department of Education. At the top left is the Maryland logo and the text "Maryland STATE DEPARTMENT OF EDUCATION". At the top right are icons for a mobile device and a menu. The main heading is "§ 7-910 Equivalent Access Report for FY 24". Below this is the due date: "Due by: October 1, 2024". A message reads: "Hi, Brandon. When you submit this form, the owner will see your name and email address." Below this is a note: "\* Required". The first question is "1. Local Education Agency \*", followed by a dropdown menu with the placeholder text "Select your answer". At the bottom left is a "Next" button.

# Person Submitting the Report


2. First Name


3. Last Name


4. LEA Phone Number


5. LEA Email Address


\* Required

Person Submitting the Report: 

2. First Name \* 

3. Last Name \* 

4. Phone Number: \* 

5. Email Address \* 

# Employee or contractor completing the evaluation process

Contact information for employee or contractor of the LEA who will be completing the evaluation process. This individual shall specialize in accessibility and web content accessibility guidelines or be a blindness specialist who is knowledgeable in accessibility.

6. First Name

7. Last Name

8. Title/Position

9. Phone Number

10. Email Address

\* Required

### Employee or Contractor Completing the Evaluation Process

Contact information for employee or contractor of the local education agency (LEA) who will be completing the evaluation process. This individual shall specialize in accessibility and web content accessibility guidelines or be a blindness specialist who is knowledgeable in accessibility.

6. First Name \*

7. Last Name \*

8. Title/Position \*

9. LEA Phone Number \*

10. LEA Email Address: \*

Back Next

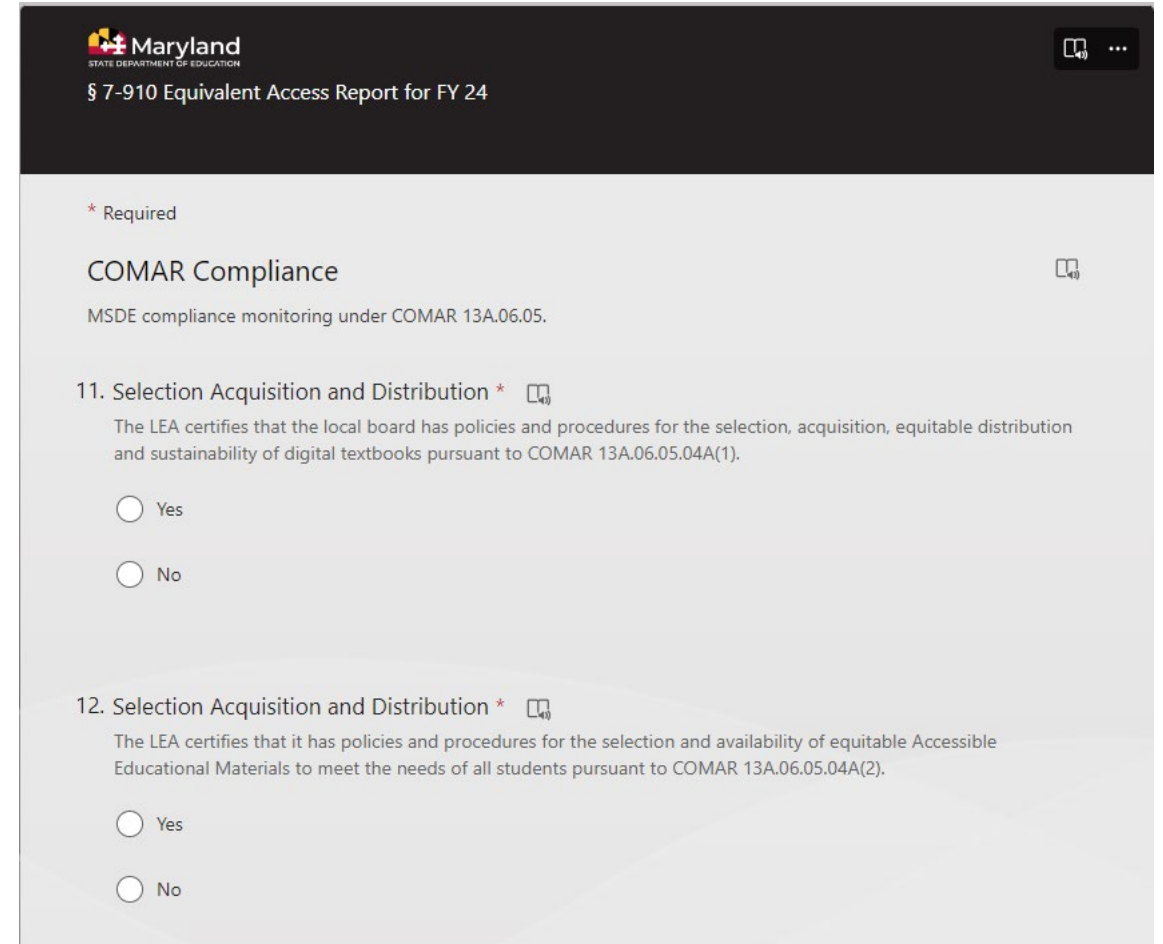
# COMAR 13A.06.05 Compliance

## 11. Selection Acquisition and Distribution

The LEA certifies that the local board has policies and procedures for the selection, acquisition, equitable distribution and sustainability of digital textbooks pursuant to COMAR 13A.06.05.04A(1).

## 12. Selection Acquisition and Distribution

The LEA certifies that it has policies and procedures for the selection and availability of equitable Accessible Educational Materials to meet the needs of all students pursuant to COMAR 13A.06.05.04A(2).



**Maryland**  
STATE DEPARTMENT OF EDUCATION

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\* Required

**COMAR Compliance**

MSDE compliance monitoring under COMAR 13A.06.05.

11. Selection Acquisition and Distribution \*

The LEA certifies that the local board has policies and procedures for the selection, acquisition, equitable distribution and sustainability of digital textbooks pursuant to COMAR 13A.06.05.04A(1).

Yes

No

12. Selection Acquisition and Distribution \*

The LEA certifies that it has policies and procedures for the selection and availability of equitable Accessible Educational Materials to meet the needs of all students pursuant to COMAR 13A.06.05.04A(2).

Yes

No



## COMAR 13A.06.05 Compliance

### 13. Privacy and Acceptable Use

The LEA certifies that the local board has policies and procedures for privacy and acceptable use of digital devices and resources pursuant to COMAR 13A.06.05.04A(3)

### 14. Parental and Guardian Notification

The LEA certifies that the local board has notified all students' parents/guardians of the policies and procedures required pursuant to COMAR 13A.06.05.04A(1) through (3).

#### 13. Privacy and Acceptable Use \*

The LEA certifies that the local board has policies and procedures for privacy and acceptable use of digital devices and resources pursuant to COMAR 13A.06.05.04A(3)

Yes

No

#### 14. Parental and Guardian Notification \*

The LEA certifies that the local board has notified all students' parents/guardians of the policies and procedures required pursuant to COMAR 13A.06.05.04A(1) through (3).

Yes

No


## COMAR 13A.06.05 Compliance

### 15. Purchasing

The LEA certifies that the local board has complied with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA when purchasing or selecting digital learning resources pursuant to COMAR 13A.06.05.06.

### 16. Annual Training


The LEA certifies that the local board has conducted and/or coordinated annual training for special education directors, principals, and other purchase specialists on the policies and procedures for purchasing and using accessible teaching and learning materials to ensure the enforcement of the policies and procedures, as required by COMAR 13A.06.05.04C.

15. Purchasing \* 

The LEA certifies that the local board has complied with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA when purchasing or selecting digital learning resources pursuant to COMAR 13A.06.05.06.

Yes

No

16. Annual Training \* 

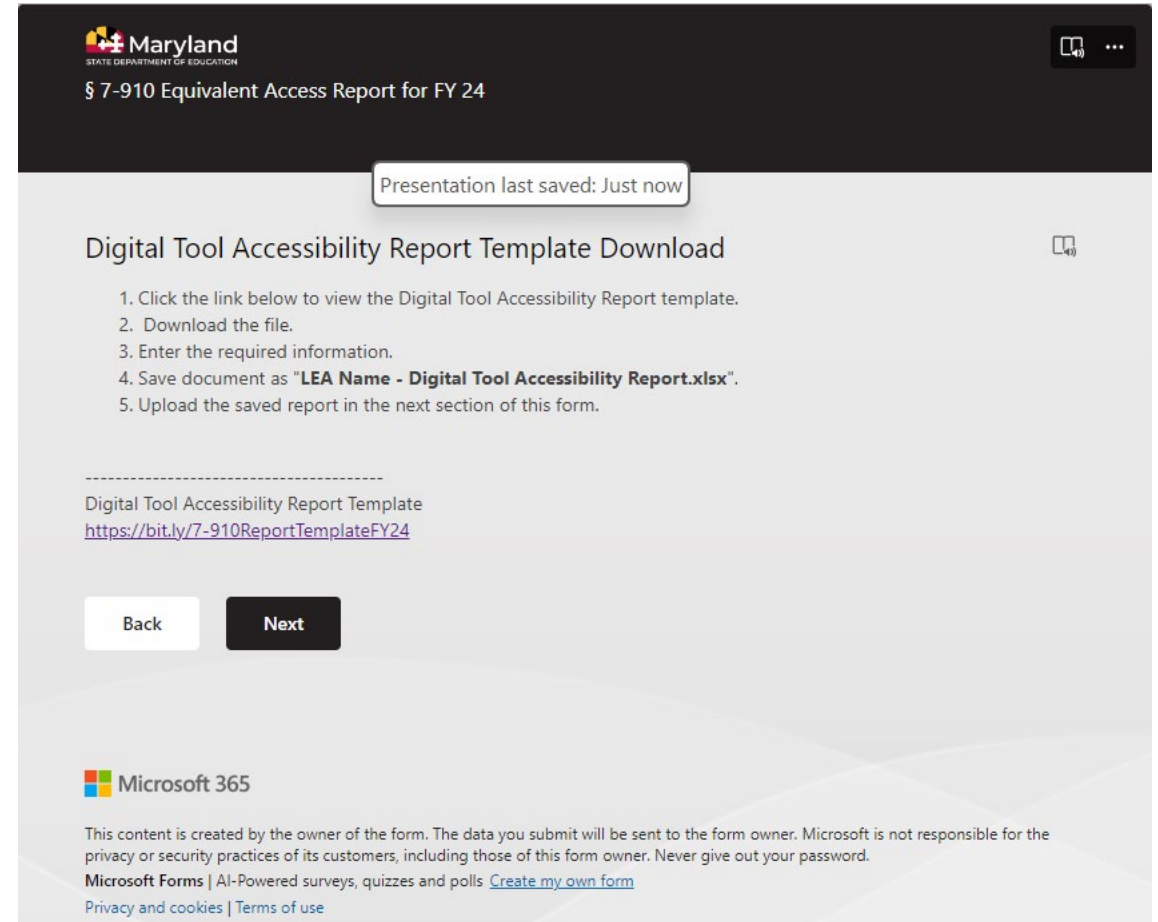
The LEA certifies that the local board has conducted and/or coordinated annual training for special education directors, principals, and other purchase specialists on the policies and procedures for purchasing and using accessible teaching and learning materials to ensure the enforcement of the policies and procedures, as required by COMAR 13A.06.05.04C.

Yes

No

# Digital Tool Accessibility Report Template Download

1. Click the link below to view the Digital Tool Accessibility Report Template.
2. Download the file.
3. Enter the required information.
4. Save document as "**LEA Name - Digital Tool Accessibility Report.xlsx**".
5. Upload the saved report in next section of this form.



The screenshot shows a Microsoft Forms interface. At the top, it displays the Maryland State Department of Education logo and the title "§ 7-910 Equivalent Access Report for FY 24". A notification bubble indicates "Presentation last saved: Just now". The main heading is "Digital Tool Accessibility Report Template Download". Below this, a list of instructions is provided: 1. Click the link below to view the Digital Tool Accessibility Report template. 2. Download the file. 3. Enter the required information. 4. Save document as "LEA Name - Digital Tool Accessibility Report.xlsx". 5. Upload the saved report in the next section of this form. A link is provided: <https://bit.ly/7-910ReportTemplateFY24>. At the bottom, there are "Back" and "Next" buttons. The footer includes the Microsoft 365 logo and a disclaimer: "This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password." It also includes links for "Microsoft Forms | AI-Powered surveys, quizzes and polls", "Create my own form", "Privacy and cookies", and "Terms of use".

# Digital Tool Accessibility Report Template

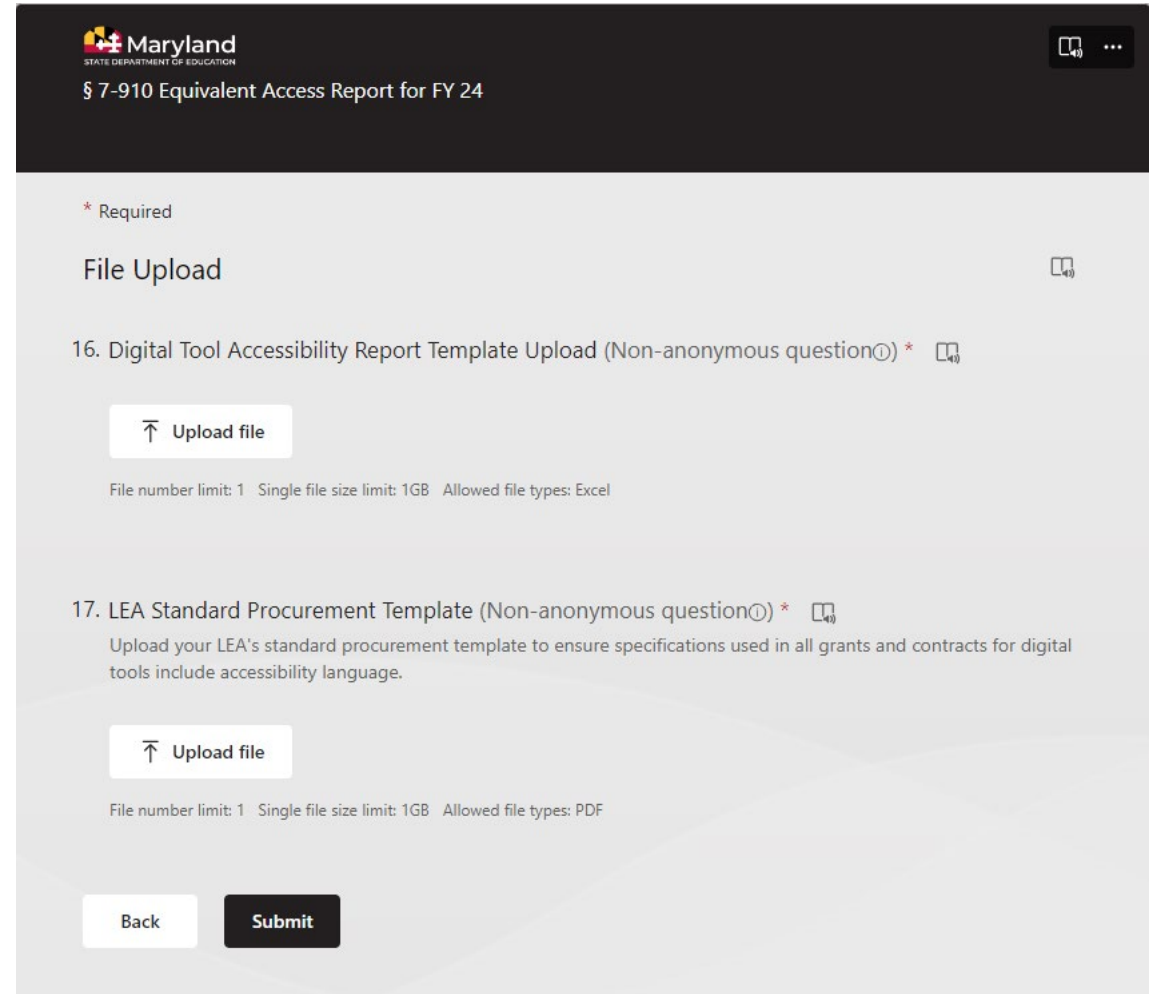
§ 7-910 Equivalent Access Report for FY 24														
LEA Name:														
Note: This sheet contains drop down options.														
Type of Digital Tool as defined in 7-910	Digital Tool Name	Version	The Digital Tool was recommend / approved by MSDE for pedagogical value.	The LEA certifies that pursuant to § 7-910(c)(1) all invitations for bids, requests for proposals, procurement contracts, grants, or modifications to contracts or grants include notice of the equivalent access requirement when funds awarded are used to develop or obtain digital tools."	LEA Comments	The LEA certifies that for digitals tools developed during fiscal year 2024, specifically beginning on September 1, 2023, it has required the vendor to submit an accessibility conformance report using a Voluntary Product Accessibility Template (VPAT) that complies with § 7-910(c)(2)(ii) and that VPAT is on file with the LEA	Additional information/ comments in relation to ACR (VPAT)?	The LEA certifies that its procurement contracts for digital tools, consistent with § 7-910(c)(4), require the vendor to indemnify the local school system for liability and costs arising from the failure of the digital tool to meet the requirements of § 7-910.	LEA Comments	The LEA certifies that this digital tool, purchased or developed during the fiscal year 2024, has an accessibility evaluation on file that complies with § 7-910(c)(3).	LEA Comments	The LEA certifies that pursuant to § 7-910(d) equivalent access standards are included in guidelines used for design specifications for and evaluation and selection of digital tools.	LEA Comments	The L digita purcha 2 e includ tech inform refer
Digital Tool			Yes / No	Yes / No		Yes / No		Yes / No		Yes / No		Yes / No		

# File Upload

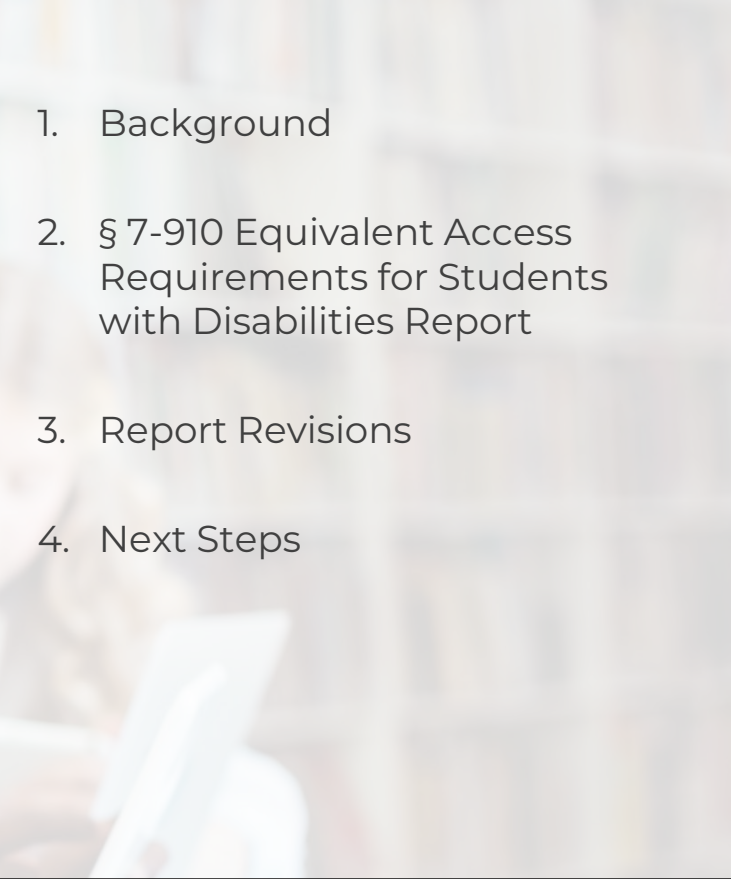
## 17. Digital Tool Accessibility Report Template Upload

## 18. LEA Standard Procurement Template

Upload your LEA's standard procurement template to ensure specifications used in all grants and contracts for digital tools include accessibility language.



The screenshot shows a web interface for uploading files. At the top, there is a header with the Maryland State Department of Education logo and the text "§ 7-910 Equivalent Access Report for FY 24". Below the header, there is a section titled "File Upload" with a sub-header "16. Digital Tool Accessibility Report Template Upload (Non-anonymous question) \*". Underneath, there is a button labeled "Upload file" and a note: "File number limit: 1 Single file size limit: 1GB Allowed file types: Excel". Below this, there is another section titled "17. LEA Standard Procurement Template (Non-anonymous question) \*". Underneath, there is a button labeled "Upload file" and a note: "File number limit: 1 Single file size limit: 1GB Allowed file types: PDF". At the bottom of the form, there are two buttons: "Back" and "Submit".



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# Changes


Report Revisions from FY 23 to FY 24

# COMAR - Selection Acquisition and Distribution


Based on a MSDE review of COMAR and to ensure the accuracy of the data collected MSDE has split one question into two questions.

11. The LEA certifies that the local board has policies and procedures for the selection, acquisition, equitable distribution and sustainability of digital textbooks pursuant to COMAR 13A.06.05.04A(1).

12. The LEA certifies that it has policies and procedures for the selection and availability of equitable Accessible Educational Materials to meet the needs of all students pursuant to COMAR 13A.06.05.04A(2).

COMAR Compliance 


MSDE compliance monitoring under COMAR 13A.06.05.

11. Selection Acquisition and Distribution \* 

The LEA certifies that the local board has policies and procedures for the selection, acquisition, equitable distribution and sustainability of digital textbooks pursuant to COMAR 13A.06.05.04A(1).

Yes

No

12. Selection Acquisition and Distribution \* 

The LEA certifies that it has policies and procedures for the selection and availability of equitable Accessible Educational Materials to meet the needs of all students pursuant to COMAR 13A.06.05.04A(2).

Yes

No

# LEA Name

LEA name has been converted to a drop down to streamline the process

## § 7-910 Equivalent Access Report for FY 24

LEA Name:	
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**Note:** This sheet contains drop down options.

Type of Digital Tool as defined in 7-910	Digital Tool Name	Version	The Digital Tool was recommend / approved by MSDE for pedagogical value.
Digital Tool			Yes / No



# Type of Digital Tool

LEAs are asked to identify the type of Digital Tool as defined in 7-910. The drop down provides the following options.

- An online platform
- An online course
- Information and communication technology services, including software and operating systems, that are directly connected to student instruction;
- Digital content
- Other digital technologies not requiring sight in an equally effective and integrated manner
- Other

**§ 7-910 Equivalent Access Report for FY 24**

LEA Name: \_\_\_\_\_

**Note:** This sheet contains drop down options.

Type of Digital Tool as defined in 7-910	Digital Tool Name	Version	The Digital Tool was recommend / approved by MSDE for pedagogical value.
Digital Tool			Yes / No

# Version

LEAs are asked to identify the version of the digital tool that they procured or developed during FY 24.

**§ 7-910 Equivalent Access Report for FY 24**

LEA Name: \_\_\_\_\_

**Note:** This sheet contains drop down options.

Type of Digital Tool as defined in 7-910	Digital Tool Name	Version	The Digital Tool was recommend / approved by MSDE for pedagogical value.
Digital Tool			Yes / No

# Approved by MSDE

LEAs are able to indicate that the Digital Tool was approved by MSDE for pedagogical value.

§ 7-910 Equivalent Access Report for FY 24			
LEA Name:			
<b>Note:</b> This sheet contains drop down options.			
Type of Digital Tool as defined in 7-910	Digital Tool Name	Version	The Digital Tool was approved by MSDE for pedagogical value.
Digital Tool			Yes / No

# Notice of the equivalent access requirement

Based on MSDE review of the statute and to ensure the accuracy of the data collected, MSDE has added the following two questions and along with statutory references.

- The LEA certifies that pursuant to § 7-910(c)(1) all invitations for bids, requests for proposals, procurement contracts, grants, or modifications to contracts or grants include notice of the equivalent access requirement when funds awarded are used to develop or obtain digital tools.
- The LEA certifies that pursuant to § 7-910(d) equivalent access standards are included in design specifications and evaluation guidelines for the selection of digital tools.

<p>The LEA certifies that pursuant to § 7-910(c)(1) all invitations for bids, requests for proposals, procurement contracts, grants, or modifications to contracts or grants include notice of the equivalent access requirement when funds awarded are used to develop or obtain digital tools.”</p>	<p>LEA Comments</p>	<p>The LEA certifies that pursuant to § 7-910(d) equivalent access standards are included in design specifications and evaluation guidelines for the selection of digital tools.</p>	<p>LEA Comments</p>
<p>Yes / No</p>		<p>Yes / No</p>	

# Accessibility Conformance Report using the Voluntary Product Accessibility Template

As required by the statute MSDE has added the following field:

- The LEA certifies that this digital tool, developed or purchased during the fiscal year 2024 has a vendor submitted accessibility conformance report (ACR) using the Voluntary Product Accessibility Template (VPAT) is on file. After September 1, 2023

This field aligns to (c)(2)(i) Beginning September 1, 2023, an invitation for bids or request for proposals for a digital tool issued by the State Board or a local school system shall require a vendor to submit an accessibility conformance report that includes a Voluntary Product Accessibility Template.

The LEA certifies that pursuant to § 7-910(c)(1) all invitations for bids, requests for proposals, procurement contracts, grants, or modifications to contracts or grants include notice of the equivalent access requirement when funds awarded are used to develop or obtain digital tools."	LEA Comments	The LEA certifies that for digital tools developed during fiscal year 2024, specifically beginning on September 1, 2023, it has required the vendor to submit an accessibility conformance report using a Voluntary Product Accessibility Template (VPAT) that complies with § 7-910(c)(2)(ii) and that VPAT is on file with the LEA	Additional information/ comments in relation to ACR (VPAT)?
Yes / No		Yes / No	

# LEA Comments

Based on feedback received, MSDE is allowing LEAs to add comments for each of the questions.

<p>The LEA certifies that pursuant to § 7-910(c)(1) all invitations for bids, requests for proposals, procurement contracts, grants, or modifications to contracts or grants include notice of the equivalent access requirement when funds awarded are used to develop or obtain digital tools.”</p>	<p>LEA Comments</p>	<p>The LEA certifies that for digital tools developed during fiscal year 2024, specifically beginning on September 1, 2023, it has required the vendor to submit an accessibility conformance report using a Voluntary Product Accessibility Template (VPAT) that complies with § 7-910(c)(2)(ii) and that VPAT is on file with the LEA</p>	<p>Additional information/ comments in relation to ACR (VPAT)?</p>	<p>TH pro di wit th the ia fr di re</p>
<p>Yes / No</p>		<p>Yes / No</p>		



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## Next Steps

LEA and MSDE next steps and time for questions.

## Request To Procure Inaccessible Digital Tool

MSDE is in the Final Stages of the development and review for the Request To Procure Inaccessible Digital Tool.

MSDE has scheduled Information Session for the following dates and times:

- August 6, 2024, 12-1pm
- August 7, 2024, 12-1pm
- August 16, 2024, 12-1pm
- August 19,2024, 12-1pm



## MSDE Next Steps

- Verify LEA points of contact for MSDE assigned logins.
- Distribute the report template link to the LEAs, after all the information sessions have concluded.
- Distribute the § 7-910 Request To Procure Inaccessible Digital Tools, after the August 2024 information sessions.
- Provide additional technical support as requested.

# Questions and Contact Information

Thank You.

Please email additional questions to: [mdaccess.msde@maryland.gov](mailto:mdaccess.msde@maryland.gov)