

CHECKLIST

District Website Checklist

The District Website Checklist is a component of the more extensive Legal Reference Guide published by the Learning Technology Center and is designed to assist school districts in navigating the landscape of legal obligations. By adhering to this checklist, school districts ensure they meet all legal requirements and provide essential information to students, parents, and the community.

Requirement	Checked	Issue/Comment
Administrator and Teacher Compensation Share salary and benefits reports for district superintendent(s), administration and teachers employed by the district. 105 ILCS 5/10-20.47	<input type="checkbox"/>	
Anti-Bias Policy Post board policy to incorporate activities to address intergroup conflict, if any. 105 ILCS 5/27-23.6	<input type="checkbox"/>	
Budget Post the current budget, itemized by receipts and expenditures. 105 ILCS 5/17-1.2	<input type="checkbox"/>	
Bullying Prevention Policy Publish a bullying prevention policy and information developed from the result of the policy. 105 ILCS 5/27-23.7	<input type="checkbox"/>	
Comprehensive Personal Health and Safety and Sexual Health Education Post curriculum used and contact information for district personnel to respond to inquiries. 105 ILCS 5/27-9.1a	<input type="checkbox"/>	
Contracts List all contracts over \$25,000 and contracts with an exclusive bargaining representative. Prepare and post an annual report of contracts over \$25,000 from the previous fiscal year. 105 ILCS 5/10-20.44	<input type="checkbox"/>	
Disciplinary Practices Post a plan to identify strategies implemented to reduce exclusionary practices, racial disproportionality, or both. *required for certain districts that meet ISBE criteria	<input type="checkbox"/>	

Requirement	Checked	Issue/Comment
105 ILCS 5/2-3.162		
District Report Card Post school district report cards within 30 days of receiving report cards 105 ILCS 5/10-17a	<input type="checkbox"/>	
Driver's Education Post contract between commercial driving training school, if any. 105 ILCS 5/27-24.2	<input type="checkbox"/>	
Facility Master Plan Information Publish the data, information, and analysis that informs the facility master plan (for districts in cities with population over 500,000). 105 ILCS 5/34-210	<input type="checkbox"/>	
FOIA Information Post the following: FOIA Officer Information, methods to request FOIA records, address to request, and any fees. 5 ILCS 140/4	<input type="checkbox"/>	
IMRF Compensation (1 of 2) Post total compensation package for each IMRF Employee earning in excess of \$75,000 (within 6 days of budget approval.) 5 ILCS 120/7.3	<input type="checkbox"/>	
IMRF Compensation (2 of 2) Post total compensation package (TCP) for IMRF employees earning a minimum of \$150,000 a least six days prior to approving. 5 ILCS 120/7.3	<input type="checkbox"/>	
Minutes Post the minutes from the regular meeting within 10 days of approval. Remain on site for at least 60 days. *required if district has website maintained by full-time staff 5 ILCS 120/2.06	<input type="checkbox"/>	
Proposed School Actions; Summary; Report Publish notice of proposed school actions - closures, consolidation, co-location, boundary changes, and independent report reviewing Chief Executor Officer's compliance with statutory requirements. 105 ILCS 5/34-230	<input type="checkbox"/>	
Remote and Blended Remote Learning Post each remote and blended remote learning day plan.	<input type="checkbox"/>	

Requirement	Checked	Issue/Comment
105 ILCS 5/10-30 , 105 ILCS 5/34-18.66		
<p>Schedule & Agenda Post the agenda of any regular meetings. *required for districts with full-time website staff 5 ILCS 120/2.02</p>	<input type="checkbox"/>	
<p>School Board Members – Contact Post a mechanism (e.g. email) for public to electronically communicate with Board members. 50 ILCS 205/20</p>	<input type="checkbox"/>	
<p>School Board Members – Training Post school board voting members who have successfully completed PD in leadership training. 105 ILCS 5/10-16a</p>	<input type="checkbox"/>	
<p>School Support Personnel Reporting by December 1st Report to ISBE and post to website number of personnel holding school support endorsements. 105 ILCS 5/10-20.80, 105 ILCS 5/34-18.74</p>	<input type="checkbox"/>	
<p>Severance Agreements If severance agreement occurs due to sexual harassment or sexual discrimination by employee or contractor, post on website: name of person receiving payment, amount, employee found engaged misconduct, date/time/location of meeting when severance approved. 50 ILCS 205/3c</p>	<input type="checkbox"/>	
<p>Sexual Misconduct in Schools (Faith’s Law) Post a developed employee code of professional conduct with requirements from Faith’s Law. 105 ILCS 5/22-85.5</p>	<input type="checkbox"/>	
<p>Shared Service Reporting Publish a "Shared Service Reporting and Fiscal Efficiency" report including, but not limited to, incidence of shared service options for technology services and STEM offerings. 105 ILCS 5/17-1.1</p>	<input type="checkbox"/>	
<p>Student Identification; Suicide Prevention Publish to website the contact information for the National Suicide Prevention Lifeline and Crisis Text Line, if the district does not provide this information on the backs of id cards. 105 ILCS 5/34-18.67</p>	<input type="checkbox"/>	
<p>Student Online Personal Protection Act (SOPPA)* - Explanation (1 of 4)</p>	<input type="checkbox"/>	

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<p>Publish a "layperson" explanation of the data elements that school collects, maintains or discloses. Include how the school uses and discloses the information, and purpose of information.</p> <p>105 ILCS 85/27</p>		
<p>Student Online Personal Protection Act (SOPPA)* - Operator Agreements (2 of 4)</p> <p>Publish a list of operators with written agreements (including business address and website address), must include any subcontractors that may have access to covered information.</p> <p>105 ILCS 85/27</p>	<input type="checkbox"/>	
<p>Student Online Personal Protection Act (SOPPA)* - Parents' Rights (3 of 4)</p> <p>Post written description of parent procedures to exercise rights of the Act.</p> <p>105 ILCS 85/27</p>	<input type="checkbox"/>	
<p>Student Online Personal Protection Act (SOPPA)* - Breach Information (4 of 4)</p> <p>Publish any breaches of information (unless violates Personal Information Protection Act) include # of students, date of breach (or approximate) or range of breach, if an operator breach- include name of operator. *breach of less than 10% of enrollment, may be omitted</p> <p>105 ILCS 85/27</p>	<input type="checkbox"/>	
<p>Suicide Prevention Policy</p> <p>Post, publicly accessibly, the district's suicide awareness and prevention policy.</p> <p>105 ILCS 5/2-3.166</p>	<input type="checkbox"/>	
<p>Waiver of School Code Mandates</p> <p>If district applies for waiver or modification of provisions in School Code, District must post time, date, place, and subject matter of the public hearing at least 14 days prior to hearing.</p> <p>105 ILCS 5/2-3.25g</p>	<input type="checkbox"/>	
<p>Website Accessibility Guidelines</p> <p>Per Americans with Disabilities Act of 1990, district websites must be accessible by individuals with disabilities. Curriculum through the internet for students or public complies with Level AA of the World Wide Web Consortium's Web Content Accessibility Guidelines 2.1 (link), or any revised version of those guidelines.</p> <p>Level AA Quick Reference:</p> <ul style="list-style-type: none"> ● Media (captions, descriptions) 	<input checked="" type="checkbox"/>	

Requirement	Checked	Issue/Comment
<ul style="list-style-type: none"> • Adaptable (presented in different ways with out losing information) • Distinguishable (easier to see/hear- colors, fonts, spacing, removing background) • Navigable (help users navigate, find content and determine where they are) • Readable (readable and understandable text) • Predictable (websites appear and operate in predictable ways) • Input Assistance (help users avoid and correct mistakes) • Compatible (compatible with current and future user agents, including assistive technology) <p>105 ILCS 5/10-20.75 , 105 ILCS 5/34-18.72 , 42 U.S.C. § 12132 , 29. U.S.C. § 794</p>		
STATUTES FOR DISTRICTS IN CITIES WITH POPULATION over 500,000.		
<p>Capital Expenditure Report <i>within 90 days after fiscal year end.</i> Publish annual capital expenditures report. 105 ILCS 5/34-220</p>	<input type="checkbox"/>	
<p>Capital Improvement Plans Publish the one and five -year capital improvement plans. 105 ILCS 5/34-215</p>	<input type="checkbox"/>	
<p>Facility Standards <i>by December 31st</i> Publish space utilization standards and space utilization report for each building. 105 ILCS 5/34-205</p>	<input type="checkbox"/>	
<p>Proposed School Actions; Summary; Report (part 2 of 2 - large city additional statute) If Proposed School action is published - with respect to school closures only, eight months after proposed school action chief executive office must publish full report including analysis of cost and benefits. 105 ILCS 5/34-230</p>	<input type="checkbox"/>	
<p>Open Positions Maintain list of unfilled teaching positions. 105 ILCS 5/34-18.22</p>	<input type="checkbox"/>	
<p>Property Publish a list of all property owned or leased to the Board and the lease agreements. Update annually. 105 ILCS 5/34-220</p>	<input type="checkbox"/>	