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MEMORANDUM

TO: School District Superintendents
Florida College System Presidents

FROM: Ashley Meros, Ph.D.

DATE: February 13, 2026

SUBJECT: Disclosure of Student Information Reporting Authorization

Under the Workforce Innovation and Opportunity Act (WIOA), states must collect and report performance information on all individuals and WIOA Title I core program participants served in each program of study included on the state's list of Eligible Training Providers (ETPs).

The state of Florida must report performance information about ETPs to the U.S. Department of Labor Employment and Training Administration in accordance with WIOA § 116 and its implementing regulations in 20 C.F.R. § 677.230 and 20 C.F.R. § 680.490. Section 116(d)(4) of WIOA, regarding contents of ETP Reports, mandates the collection of specific information for each program of study for each eligible provider of training services under title I Adult and Dislocated Worker programs.

Under 20 C.F.R. § 677.230(e), it is the Florida Department of Commerce's responsibility to annually collect data on all participants in programs of study enrolled in ETP programs listed on the state's Eligible Training Provider List (ETPL).

Florida College System institutions and district technical colleges are authorized to provide student Personal Identifiable Information (PII) to Florida Department of Commerce under the Family Educational Rights and Privacy Act (FERPA) for non-WIOA participants.

FERPA generally prohibits disclosure of PII in education records without the written consent of an eligible student or their parent (20 U.S.C. § 1232g; 34 C.F.R. 99.30). However, an educational agency or institution may disclose PII from a student's education record without consent to authorized representatives designated by the Florida Department of Education (FDOE) to conduct an audit or evaluation of a federal or state-supported education program, or for the enforcement of or compliance with federal legal requirements related to those programs (34 C.F.R. § 99.31(a)(3); 34 C.F.R. § 99.35).

Ashley Meros, Ph.D.
Chancellor of Career and Adult Education

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The FDOE has designated the Florida Department of Commerce as its authorized representative for the purposes of complying with federal legal requirements related to WIOA. Because the information requested relating to all ETP participants is needed for required federal reporting purposes, the information can be provided to the Florida Department of Commerce when requested.

This memo supersedes and replaces the October 20, 2021, memo entitled “Disclosure of Student Information” issued by the Florida Department of Education.

AYM

Cc: Dr. Kevin O’Farrell, Senior Chancellor
Dr. Paul O. Burns, Senior Chancellor
Kathy S. Hebda, Chancellor, Division of Florida Colleges
Council for Instructional Affairs
Council for Workforce Education