This Student Drug Screening Notice (the “Notice”) informs you of possible drug screening in connection with experiential learning required by the [name of Academic Program] at University of Washington (“UW”).

During your time as a student, the [name of Academic Program] may require experiential learning such as practicums and rotations with organizations and professionals external to the UW. When [name of Academic Program] places you at a third-party site that hosts students for experiential learning (a “Host Site”), that Host Site, may require that you undergo a drug screening. Please note that these drug screenings are required by the Host Site and not the [name of Academic Program] or the UW.

In order to protect your privacy, [name of Academic Program] internally manages drug screenings so that it may limit the extent to which student personal data including substance use information is released to organizations and professionals external to the UW. The [name of Academic Program] has contracted with [name of Lab] that conducts drug screenings on its behalf (the “Lab”). Our agreement with the Lab requires that student personal data be protected.

**Advance Notice for Placements and Drug Screenings**

If and when you are placed at a Host Site, you will learn of that placement [length of time (ex. 4 weeks, 5-6 weeks, etc.)] before you are meant to begin your experiential learning or similar engagement external to the UW. If the Host Site requires that you undergo a drug screening before you begin your placement, [name of Academic Program] or the Lab will inform you of that requirement (including the window of time during which you must undergo a drug screening, Lab location(s), instructions for making appointments, and/or other important information). Please note, students are responsible for the cost of drug screenings required by a Host Site.

**Nature of Drug Screening**

Depending on the requirements of the Host Site at which you are placed, the Lab will screen your sample as follows:

**Name of Host Site**: [Name of Host Site]

**Type of Drug Screening**: [Type of sample e.g. urine, blood]

**Substances Included in Drug Screening**: [List each substance]

**Name of Host Site**: [Name of Host Site]

**Type of Drug Screening**: [Type of sample e.g. urine, blood]

**Substances Included in Drug Screening**: [List each substance]

The information above is accurate as of the Effective Date of this Notice but a Host Site’s drug screening requirements are subject to change. If a Host Site changes its requirements, you will be informed of such changes before you undergo a drug screening.

While recreational marijuana use is legal in the State of Washington, a Host Site may still require that your sample is screened for marijuana. If marijuana is detected in your drug screening sample, you may not meet a Host Site’s requirements and, consequently, be prevented from starting your placement.

In most cases, you will only need to undergo a drug screening once before your placement. However, if your placement is at a Host Site that requires multiple or recurring drug screenings over time for a single placement, you will receive additional information about such drug screenings.

**Drug Screening Results**

[Name of Academic Program] will learn from the Lab only whether you screened positively (i.e., substances were detected in your sample) or negatively (i.e., substances were not detected in your sample). Before [name of Academic Program] learns of your final drug screening result, a medical review officer from the Lab may contact you to learn about any factors that may explain a positive screening result such as legitimate use of a prescribed medication. [Name of Academic Program] will not learn about any communications you may have with the Lab’s medical review officer.

If your final screening result is negative, we will confirm with the Host Site that you will begin your placement as planned. However, if your final screening result is positive, we will (a) inform you of that result and that you will not begin your placement and (b) document that you did not meet the Host Site’s requirements. We will also inform the Host Site that you will not begin your placement as planned (we will not disclose your drug screening result to the Host Site).

Please be aware that if you are unable to complete experiential learning or similar student engagement at a Host Site because you failed to complete a required drug screening or did not screen negatively, you may experience [describe the impact to academic progress (ex. delays, etc.)].

Your drug screening results and related records will be retained as required by [insert title and URL for applicable UW records retention schedule(s)]. Your drug screening results and related records will only be accessed by personnel who have a legitimate reason to view your results. Drug screening results and related records will only be used to (a) facilitate your experiential learning, (b) respond to certain audit or inspection requests from Host Sites with respect to student drug screenings, and (c) comply with legal obligations and UW requirements (such as UW Administrative Policy Statements and UW Presidential Orders, etc.).

**Questions and Concerns**

If you have questions or concerns about drug screenings or this Notice, you may contact [include contact details for the designated drug screening point person within the Academic Program].

**Effective Data and Changes to this Privacy Notice**

This Privacy Notice is effective as of [month day, year] and may be updated periodically. Updates to this Privacy Notice can be found on the [describe where updates will be found].