



**STATE OF LOUISIANA**  
**DEPARTMENT OF EDUCATION**  
**RECOVERY SCHOOL DISTRICT**

1641 Poland Avenue, New Orleans, LA 70117  
 504.872.0600 • www.nolapublicschools.net



Drug Screening Procedures  
 Effective 6/26/2007

Drug screening is a requirement of the Recovery School District. Please use the attached form to complete a drug screening and return the results to the Recovery School District.

INSTRUCTIONS FOR COMPLETING DRUG SCREENING

**Note:** It is essential to return these forms in a timely manner in order to ensure efficient employee processing and to receive your first paycheck according to the pay schedule.

**When Filling Out Drug Test Forms**

- on **Line C:** Please print your name exactly as it appears on your Social Security card
- on **Line D:** Please print your Social Security Number
- on **Line F:** Please place an 'X' on pre-employment box

**For Louisiana Residents:**

Complete your drug test by visiting one of the facilities listed below. A carbon copy of the form will be returned to you for submission to HR as proof of completion. Once you have received the carbon copy, it should be returned to the RSD.

BELLE CHASSE	NEW ORLEANS	KENNER	JEFFERSON
Second-Gretna	Concentra Medical Centers	Concentra Medical Centers	Concentra Medical Centers
2600 Belle Chasse Hwy, Ste 201	318 Baronne	1600 Williams Blvd	4015 Jefferson Hwy
(504) 392-5844	(504) 561-1051	(504) 468-1506	(504) 837-6447
8 am – 5 pm	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm

**For Residents of other states:**

You must arrange to complete the drug test prior to New Teacher Induction on August 20, at one of the facilities listed above.

Please return results to:

**Recovery School District – Human Resources**  
 1641 Poland Avenue, New Orleans, LA 70117  
 Phone: 504-858-4882 Fax: 504-309-3654