



Scottsdale Unified School District
7575 E Main St.
Scottsdale, AZ 85251

Telephone: 480-484-6200
Fax: 480-484-6287
Web site: www.susd.org

Student Teacher/Internship/Practicum Instructions for SUSD

Approval Process:

- Complete the online SUSD “Student Teacher” application
- Upload a copy of your valid DPS Fingerprint Clearance Card to the application
- If you are going to be observing only, usually this is for 30 hours or less, send an email to [Human Resources](#), (who will then reach out to the college you are attending for confirmation), as well as the office staff or principal of the school you wish to observe. Both the school and Human Resources must approve your request.
- If you are going to be interning and/or student teaching, usually 30 hours or more, the college you are attending must submit placement request.
- The placement request (college form or personal submission) must include all the necessary information to be able to place you at a school (# of hours required, grade required, dates expected for full credit).
- After HR receives all necessary information (placement request, application, fingerprint clearance card) and you have a verified placement with a SUSD certified staff member you will receive a Welcome Email notifying you your application has been processed.
- An appointment is not required to visit the district office for an ID badge, however, your Welcome Email should contain a schedule of recommended times.

The application can be found here:

[Application](#)

Contact Information: Human Resources 480-484-6200