



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 an online “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 Kailey Brown, (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 teaching, usually 30 hours or more, the college you are attending must submit placement with Kailey Brown.
- The placement request (either from you or your college) must have all the necessary information to be able to place you at a school (hours needed, grades preferred or needed, type of school – title 1 or other, dates, etc.)
- Once we have received all necessary information (placement confirmation, application, fingerprint clearance card, if you will be participating in virtual or in person instruction), you will be notified that you have been approved.
- You will need to schedule an appointment with Kailey Brown to visit the district office for an ID badge.
- You will then be provided on-boarding instructions to receive your email credentials
- Once you receive your badge, you are cleared to begin!

The application can be found here:

[Application](#)

You will need to create a new account if you haven’t applied for anything within the district before.

Contact Information:

Kailey Brown
kaileybrown@susd.org
480-484-6224