



Education Center  
7575 E. Main St.  
Scottsdale, Arizona 85251

Telephone: 480-484-6100  
Web site: <https://www.susd.org/>

## Student Teacher/Intern instructions for Scottsdale

For students who will be in the classroom for more than 30 hours:

- Complete an online Student Teacher application at the link below (used for internships as well).
- Upload a copy of your valid DPS Fingerprint Clearance Card to the application (resume and cover letters are optional).
- ASU submits placement confirmation with all necessary details of the placement to SUSD (by email to Robin Madison).
- Visit the Scottsdale District Office to receive your SUSD photo ID Badge. Once you have completed the online application and obtained your badge, you are cleared to begin your internship.

Online application for Interns and Student Teachers:

<https://scottsdale.tedk12.com/hire/ViewJob.aspx?JobID=88>

Click “Apply for this Position.”

Create a new account under “I am a New Applicant,” and fill out the Student Teacher application.

To Obtain your badge:

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

Robin Madison’s contact information:

Phone: 480-484-6178  
FAX: 480-484-6287  
[rmadison@susd.org](mailto:rmadison@susd.org)