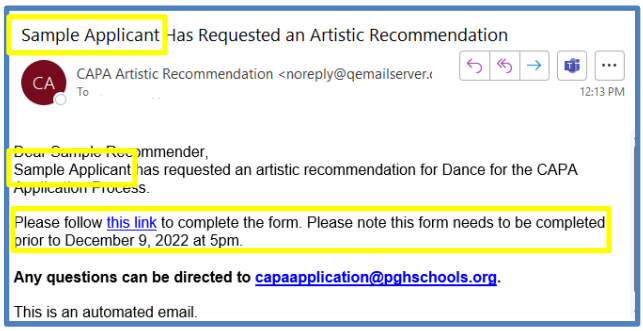
Pittsburgh CAPA – Completing an Artistic Recommendation ***Artistic Recommendations should be completed by the application deadline for applicants to be considered for first round auditions.***

All applicants to Pittsburgh CAPA are required to obtain an artistic recommendation. This is done online, via a link posted at https://www.pghschools.org/caparegistration. Below is an overview of the process **for recommenders**.

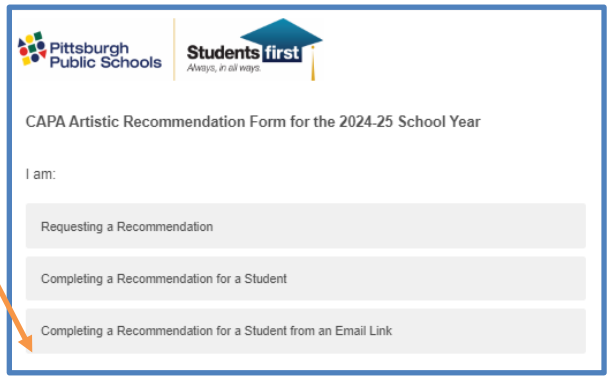


OPTION 1 – Completing a recommendation from an e-mail link.

▪ When students apply to CAPA, they are directed to request an artistic recommendation. This process includes submitting a recommender's name and e-mail address. This triggers an automatic email to you with a link to complete the student's unique form. The email contains the student's name in the subject and body of the message. "*Sample Applicant* Has Requested an Artistic Recommendation"

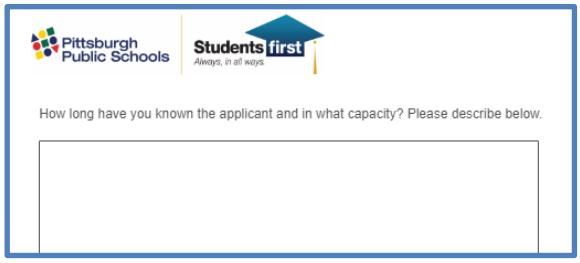
Step 1 – Click on the link in the email. It will open up a browser page directly to the Artistic Recommendation form.

Step 2 – Select the third option "Completing a Recommendation for a Student from an Email Link"



Step 3 – Review the information and provide responses.

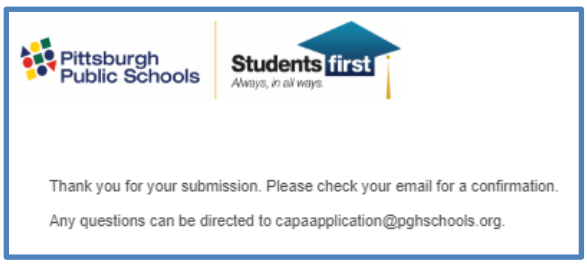
- ▪ The student's name, email address, and art form are automatically populated based on the applicant's responses when they requested the artistic recommendation.
- ▪ Recommenders respond to the prompts and provide an overall strength of recommendation.
- ▪ There are two narrative questions – "How long have you known the applicant and in what capacity?" and "Please comment on the student's character and personality and any strengths or weaknesses about which we should be aware."



Step 4 – Submit the form.

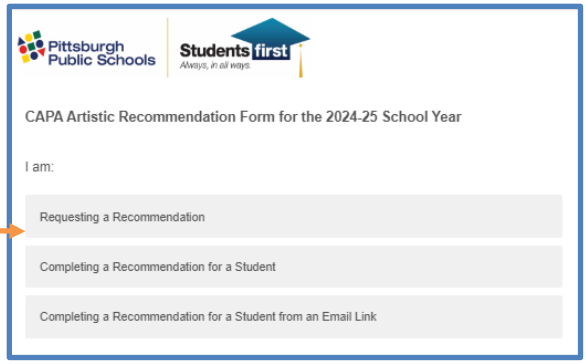
- Enter your information, including your name, position, organization, and phone number. Your email address will be prepopulated.
- Read the acknowledgement and click "Yes" then click the arrow at the bottom of the page to submit the authorization.
- You will see a confirmation message and will receive an email with the subject "Copy of CAPA Artistic Recommendation for Example Applicant"
- If the applicant provided an email address, they will receive confirmation that the form was completed. The applicant will not see your responses.

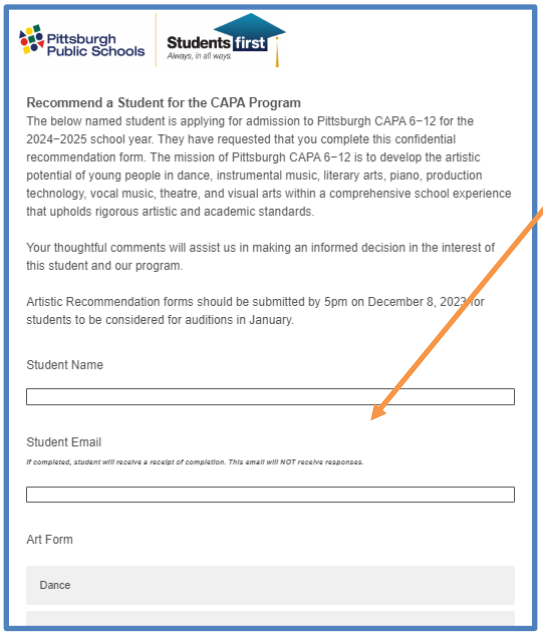




OPTION 2 – Completing a recommendation without an e-mail link.

▪ If a student has let you know that they are applying to CAPA and has requested that you complete an artistic recommendation, visit https://www.pghschools.org/caparegistration, click on the Artistic Recommendation link, and select the second option "Completing a Recommendation for a Student".

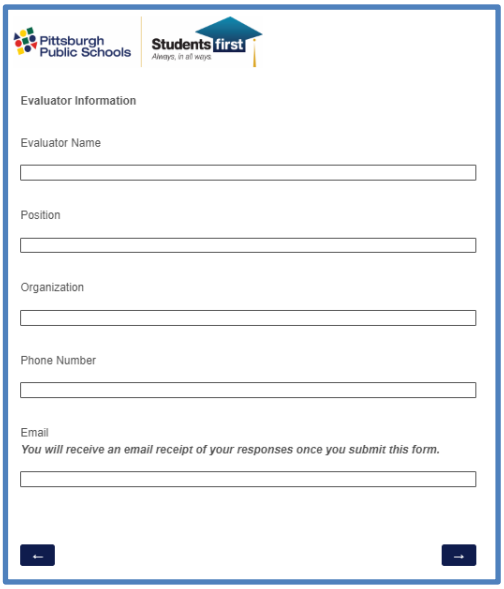




▪ Complete the form by entering the student's name, art form for which you're providing a recommendation, and your responses.

▪ You can also include an email address for the student or family. This will send an automated confirmation message alerting the applicant that the form has been completed and submitted to CAPA. The applicant will not see your responses.

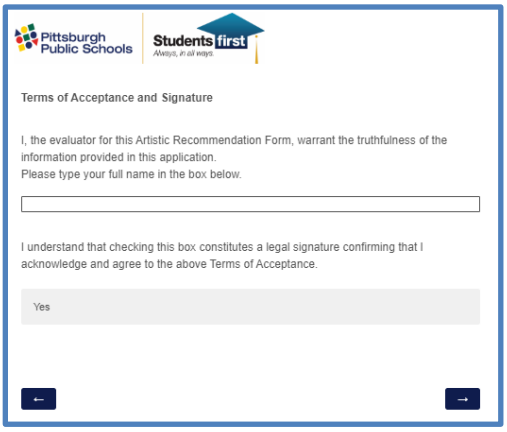
▪ Recommenders respond to the prompts and provide an overall strength of recommendation.



▪ There are two narrative questions – "How long have you known the applicant and in what capacity?" and "Please comment on the student's character and personality and any strengths or weaknesses about which we should be aware."

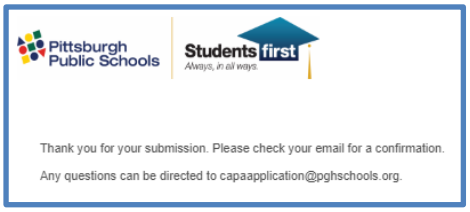
Step 4 – Submit the form.

▪ Enter your information, including your name, the date, your title, your phone number, and your email address.



▪ Read the acknowledgement and click "Yes" then click the arrow at the bottom of the page to submit the authorization.

▪ You will see a confirmation message and will receive an email with the subject "Copy of CAPA Artistic Recommendation for *Example Applicant*"



▪ If you entered an email address for the applicant, they will receive confirmation that the form was completed. The applicant will not see your responses.

