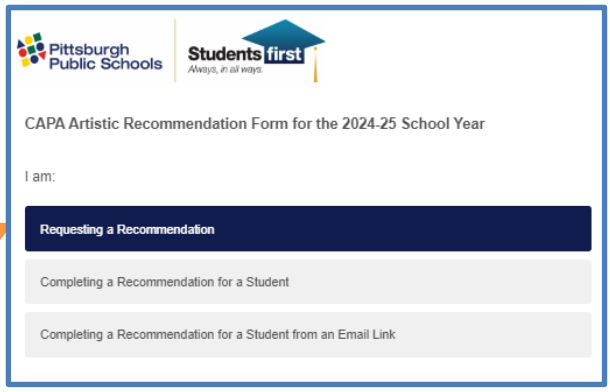
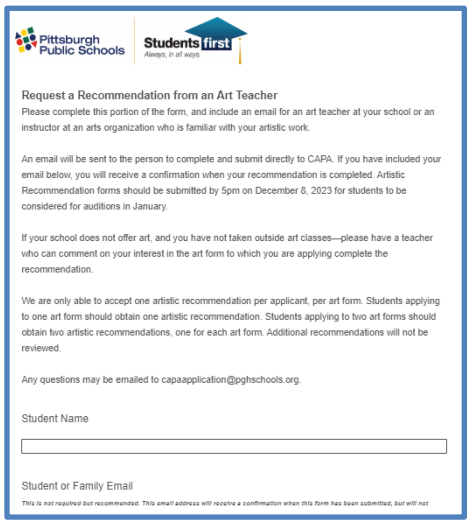
Pittsburgh CAPA – Requesting An Artistic Recommendation

All applicants to Pittsburgh CAPA are required to obtain an artistic recommendation for each art form to which they apply. This is done online, via a link posted at https://www.pghschools.org/about/enrollment/capa-registration. Below is an overview of the process **for applicants**.



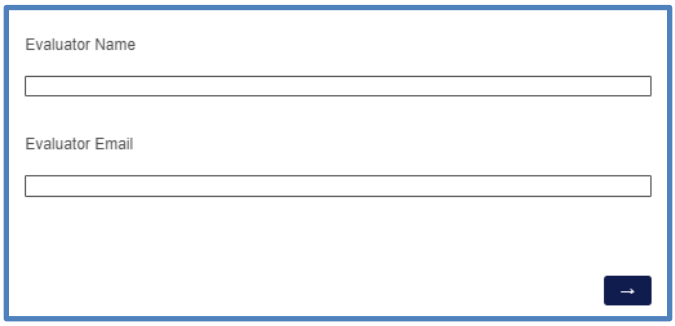
Step 1 – Click on the Artistic Recommendation form link.

Step 2 – Selection the first option – Requesting a Recommendation.



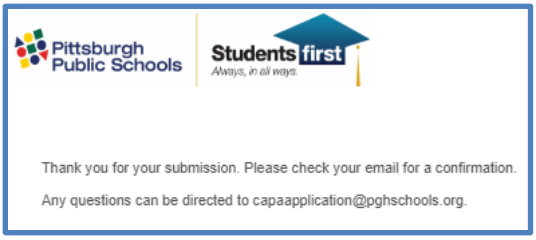
Step 3 – Complete the form

- Enter the student's first and last name.
- Enter the student or family email address. *An email address is not required, but providing an email address will allow the applicant to receive confirmation that the form has been submitted, and another confirmation once it has been completed by the recommender.*
- Select the art form for the recommendation (not shown). Applicants are required to obtain an artistic recommendation for each art form to which they apply. *The art form(s) chosen here should match what was selected in the online application.*
- We are only able to accept **one** artistic recommendation per applicant, per art form. Students applying to one art form should obtain one artistic recommendation. Students applying to two art forms should obtain two artistic recommendations, one for each art form. **Additional recommendations will not be reviewed.**
- Enter the name and email address of the individual who will be completing the artistic recommendation for the student.



Step 4 – Submit the form.

- Click the blue arrow at the bottom of the screen.
- You will receive the following confirmation message.



- If you provided an email address, you will receive an automated confirmation with the subject "Artistic Recommendation Submitted" confirming that your request for an artistic recommendation has been submitted. You will receive a second email once the form has been completed by the evaluator. The responses will be sent directly to CAPA staff. *No further action is required by the applicant.*

If the individual named indicates that they have not received an email prompting them to complete the recommendation, they may visit https://www.pghschools.org/about/enrollment/capa-registration, access the Artistic Recommendation link, and select the second option "Completing a Recommendation for a Student" or you can complete the request for a recommendation again. Confirm that the email address provided was entered correctly and ask the recommender to check their junk/spam folders for the message.

Artistic Recommendations should be completed by the application deadline for applicants to be considered for first round auditions.