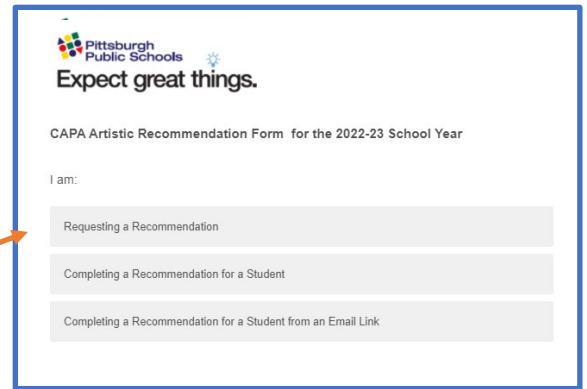


Pittsburgh CAPA – Requesting An Artistic Recommendation (For 2022-23)

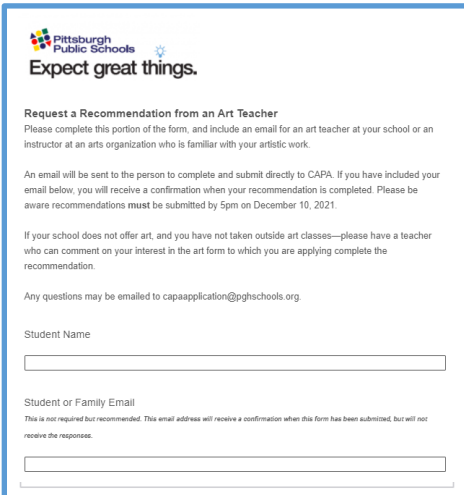
All applicants to Pittsburgh CAPA are required to obtain an artistic recommendation for each art form to which they apply. This is done online, via www.pghschools.org/artisticrecommendation. Below is an overview of the process for **applicants**.

Step 1 – Visit www.pghschools.org/artisticrecommendation

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



The screenshot shows the Pittsburgh Public Schools logo and the slogan "Expect great things." Below this, it says "CAPA Artistic Recommendation Form for the 2022-23 School Year". Under "I am:", there are three radio button options: "Requesting a Recommendation" (which is selected), "Completing a Recommendation for a Student", and "Completing a Recommendation for a Student from an Email Link". An orange arrow points from the "Requesting a Recommendation" option to the text in Step 2.

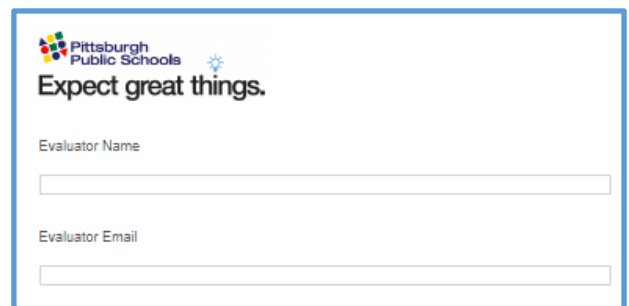


The screenshot shows the Pittsburgh Public Schools logo and slogan. The title is "Request a Recommendation from an Art Teacher". The instructions say: "Please complete this portion of the form, and include an email for an art teacher at your school or an instructor at an arts organization who is familiar with your artistic work." It also states: "An email will be sent to the person to complete and submit directly to CAPA. If you have included your email below, you will receive a confirmation when your recommendation is completed. Please be aware recommendations must be submitted by 5pm on December 10, 2021." There are two text input fields: "Student Name" and "Student or Family Email". A note below the email field says: "This is not required but recommended. This email address will receive a confirmation when this form has been submitted, but will not receive the responses."

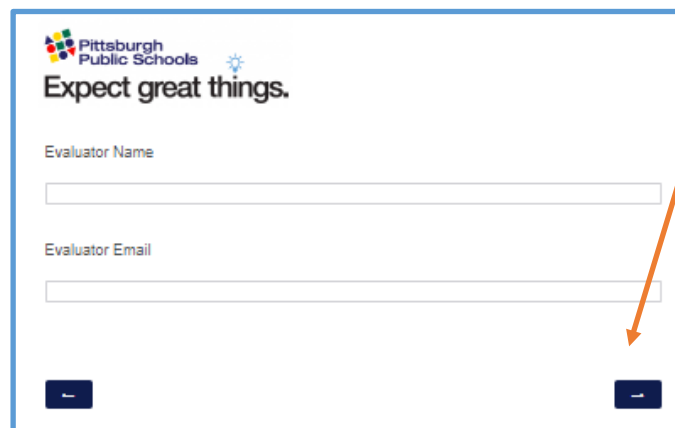
Step 3 – Complete the form

- 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.*

- Enter the name and email address of the individual who will be completing the artistic recommendation for the student.



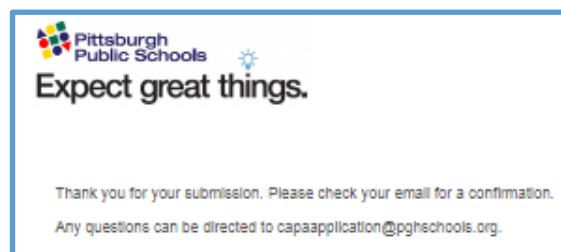
The screenshot shows the Pittsburgh Public Schools logo and slogan. It has two text input fields: "Evaluator Name" and "Evaluator Email".



The screenshot shows the Pittsburgh Public Schools logo and slogan. It has two text input fields: "Evaluator Name" and "Evaluator Email". At the bottom right, there is a blue arrow pointing to a "Submit" button. An orange arrow points from the "Submit" button to the text in Step 4.

Step 4 – Submit the form.

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



The screenshot shows the Pittsburgh Public Schools logo and slogan. The text says: "Thank you for your submission. Please check your email for a confirmation. Any questions can be directed to capaapplication@pghschools.org."

- 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 www.pghschools.org/artisticrecommendation 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 are due by December 17, 2021.