

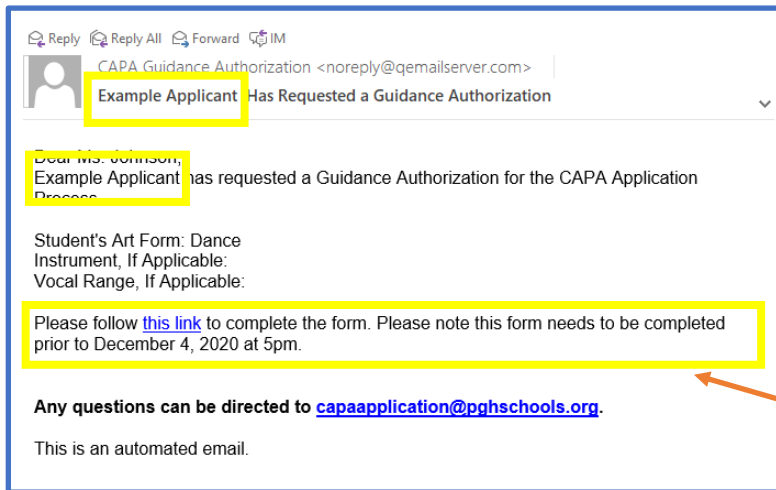
## Pittsburgh CAPA – Completing A Guidance Authorization (2020)

All applicants to Pittsburgh CAPA are required to obtain a guidance authorization from their school counselor. This is done online, via [www.pghschools.org/guidanceauthorization](http://www.pghschools.org/guidanceauthorization). Below is an overview of the process **for counselors/staff**.

### OPTION 1 – Completing an authorization from an e-mail link.

▪ When students apply to CAPA, they are directed to request a guidance authorization. This process includes submitting their counselor's name and e-mail address. This triggers an automatic email to you with a link to complete the student's authorization form. The email contains the student's name in the subject and body of the message. "Example Applicant Has Requested a Guidance Authorization"

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



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

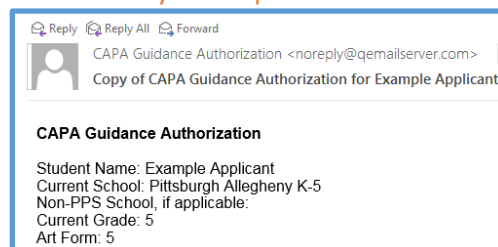
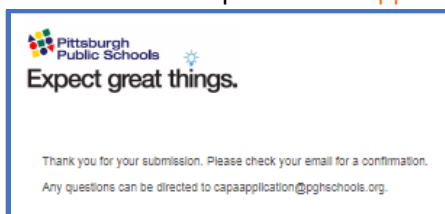
**Step 3** – Review the information and answer the three questions that appear at the bottom of the page.

- The student information including their name, email address, school, current grade and art form(s) is automatically populated based on the applicant's responses when they requested the guidance authorization.

▪ Counselors enter the student's total number of days absent, tardy, and suspended for the prior school year. This information can be entered as numbers (e.g. 1) or as text (e.g. one). You can also add brief notes (e.g. 8 due to illness).

**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 Guidance Authorization 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 an authorization without an e-mail link.**

- If a student has let you know that they are applying to CAPA and has requested that you complete a guidance authorization, visit [www.pghschools.org/guidanceauthorization](http://www.pghschools.org/guidanceauthorization) and select the second option “Completing a Guidance Authorization for a Student”.

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CAPA Guidance Authorization Form for the 2021-22 School Year

Please select one of the following:

I am:

- Requesting a Guidance Authorization
- Completing a Guidance Authorization for a Student

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Instructions to the Educator

The mission of Pittsburgh CAPA is to develop the artistic potential of young people in dance, instrumental music, literary arts, piano, production technology, vocal music, theatre, and visual arts within a comprehensive school experience that upholds rigorous artistic and academic standards.

Please be aware Guidance Authorization and Artistic Recommendation forms must be submitted by 5pm on December 4, 2020 for students to be considered for auditions in January.

Student Name

Student Email  
This email will receive a confirmation when the guidance authorization is complete.

Current School

Non-PPS School

- Pittsburgh Allerdice High School
- Pittsburgh Allegheny 6-8
- Pittsburgh Allegheny K-5
- Pittsburgh Arlington PreK-8
- Pittsburgh Arsenal 6-8
- Pittsburgh Arsenal PreK-5
- Pittsburgh Banksville K-5
- Pittsburgh Beechwood PreK-5
- Pittsburgh Brashear High School

Non-PPS School, if applicable

- Complete the form by entering the student’s name, current school, current grade, art form(s) to which the student is applying, and their total number of days absent, tardy and suspended for the prior school year.
- 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.**

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Guidance Counselor Authorization:

By signing below, I authorize that I have reviewed this student’s application and support his/her application to Pittsburgh CAPA 6-12.

Please Enter First and Last Name

Date (mm/dd/yyyy)

Title

Phone Number

Please enter your email address below. You will receive an email receipt of your responses once you submit this form.

I understand that checking this box constitutes a legal signature confirmation that I acknowledge and agree to the above Terms of Acceptance

Yes

- 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 Guidance Authorization 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.**

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Thank you for your submission. Please check your email for a confirmation.

Any questions can be directed to [capaapplication@pghschools.org](mailto:capaapplication@pghschools.org).

Reply Reply All Forward

CAPA Guidance Authorization <noreply@qemalserver.com>

Copy of CAPA Guidance Authorization for Example Applicant

**CAPA Guidance Authorization**

Student Name: Example Applicant  
Current School: Pittsburgh Allegheny K-5  
Non-PPS School, if applicable:  
Current Grade: 5  
Art Form: 5