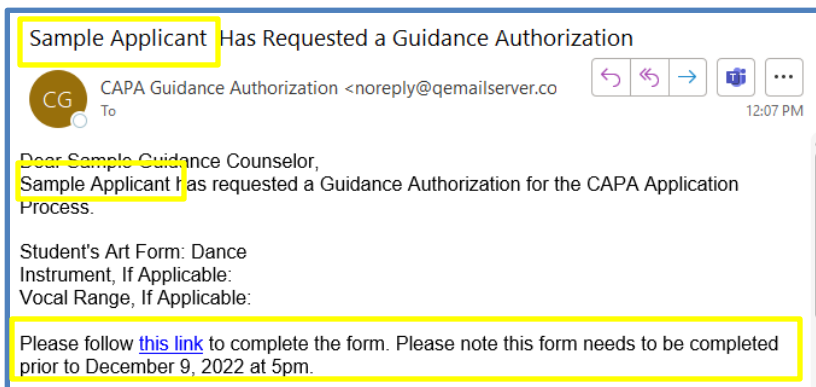


Pittsburgh CAPA – Completing A Guidance Authorization

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. 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. "Sample 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.

The screenshot shows the 'CAPA Guidance Authorization Form for the 2024-25 School Year'. It asks the user to select one of the following options: 'Requesting a Guidance Authorization', 'Completing a Guidance Authorization for a Student', and 'Completing a Guidance Authorization for a Student from an Email Link'. An orange arrow points from the text in Step 2 to the third option.

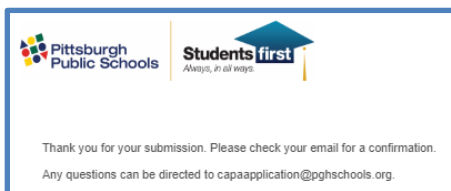
The screenshot shows three input fields for student information: 'Days Absent 2022-2023 School Year', 'Days Tardy 2022-2023 School Year', and 'Days Suspended 2022-2023 School Year'. Each field has a text input area and a submit button at the bottom right.

- 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 Sample Applicant"
- If the applicant provided an email address, they will receive confirmation that the form was completed. **The applicant will not see your responses.**

The screenshot shows the 'Guidance Counselor Authorization' form. It includes a statement: 'By signing below, I authorize that I have reviewed this student's application and support their application to Pittsburgh CAPA 6-12.' Below this are three input fields: 'Please Enter First and Last Name', 'Date (mm/dd/yyyy)', and 'Title'.



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 and select the second option “Completing a Guidance Authorization for a Student”.

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CAPA Guidance Authorization Form for the 2024-25 School Year

Please select one of the following:

I am:

- Requesting a Guidance Authorization
- Completing a Guidance Authorization for a Student
- Completing a Guidance Authorization for a Student from an Email Link

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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 submit Guidance Authorization and Artistic Recommendation forms by 5pm on December 8, 2023 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.

- 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 their application to Pittsburgh CAPA 6-12.

Please Enter First and Last Name

Date (mm/dd/yyyy)

Title

- 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 *Sample 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.

Copy of CAPA Guidance Authorization

CG CAPA Guidance Authorization <noreply@qemailserv>
To

12:51 PM

CAPA Guidance Authorization

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

Days Absent: 0
Days Tardy: 0
Days Suspended: 0