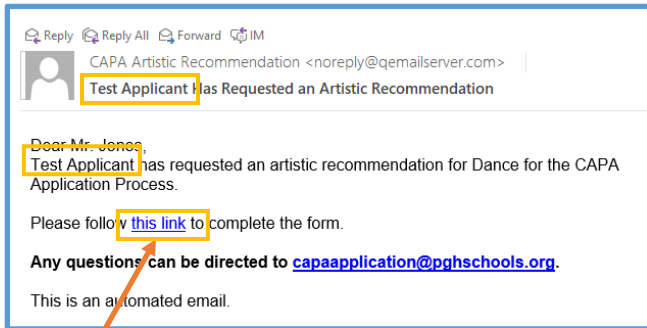


## Pittsburgh CAPA – Completing an Artistic Recommendation (2020 )

All applicants to Pittsburgh CAPA are required to obtain an artistic recommendation. This is done online, via [www.pghschools.org/artisticrecommendation](http://www.pghschools.org/artisticrecommendation). Below is an overview of the process for recommenders.



### OPTION 1 – Completing an authorization 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. "Example 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.
- Recommenders also respond to two 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.

The screenshot shows the 'CAPA Artistic Recommendation Form for the 2021-22 School Year' page. Under the heading 'I am:', there are three radio button options: 'Requesting a Recommendation', 'Completing a Recommendation for a Student', and 'Completing a Recommendation for a Student from an Email Link'. A red arrow points to the third option.

The screenshot shows the 'Terms of Acceptance and Signature' section. It includes a text box for the evaluator's name, a 'Yes' radio button, and a 'Submit' button. A red arrow points from the 'Yes' radio button to the 'Submit' button.

▪ 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.

The screenshot shows the 'Evaluator Information' form. It includes fields for 'Evaluator Name', 'Position', 'Organization', 'Phone Number', and 'Email'. The email field is prepopulated with 'samplerecommender@email.com'. There is a 'Submit' button at the bottom.

The screenshot shows a confirmation message from Pittsburgh Public Schools. It says: '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).'

The screenshot shows an email from 'CAPA Artistic Recommendation <noreply@qemailserver.com>' with the subject 'Copy of Artistic Recommendation for Example Applicant'. The body text reads: 'CAPA Artistic Recommendation Student Name: Example Applicant Student Email: Student Email: Art Form: Dance'.

**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 [www.pghschools.org/artisticrecommendation](http://www.pghschools.org/artisticrecommendation) and select the second option “Completing a Recommendation for a Student”.

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CAPA Artistic Recommendation Form for the 2021-22 School Year

I am:

- Requesting a Recommendation
- Completing a Recommendation for a Student
- Completing a Recommendation for a Student from an Email Link

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Recommend a Student for the CAPA Program

The below named student is applying for admission to Pittsburgh CAPA 6-12 for the 2021-2022 school year. They have requested that you complete this confidential recommendation form. The mission of Pittsburgh CAPA 6-12 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.

Your thoughtful comments will assist us in making an informed decision in the interest of this student and our program.

Please be aware recommendations **must** be submitted by 5pm on December 4, 2020.

Student Name

Student Email

If completed, student will receive a receipt of completion. This email will NOT receive responses.

- 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.

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Evaluator Information

Evaluator Name

Position

Organization

Phone Number

Email

You will receive an email receipt of your responses once you submit this form.

- Recommenders also respond to two 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.

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Terms of Acceptance and Signature

I, the evaluator for this Artistic Recommendation Form, warrant the truthfulness of the information provided in this application.  
Please type your full name in the box below.

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

Yes

- 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*”

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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 Artistic Recommendation <noreply@qemalserver.com>  
Copy of Artistic Recommendation for Example Applicant

**CAPA Artistic Recommendation**

Student Name: Example Applicant  
Student Email:  
Art Form: Dance

- 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.**