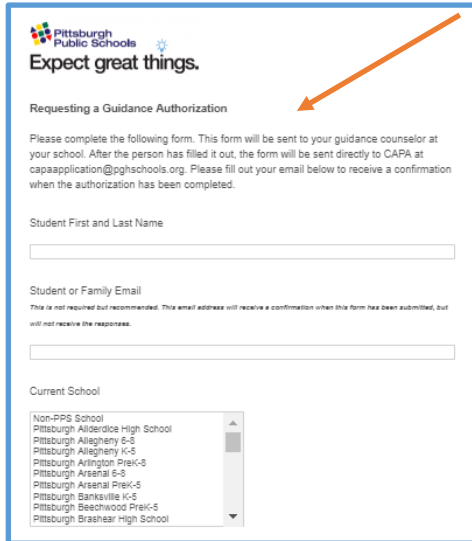


## Pittsburgh CAPA – Requesting A Guidance Authorization (For 2022-23)

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 applicants**.

**Step 1** – Visit [www.pghschools.org/guidanceauthorization](http://www.pghschools.org/guidanceauthorization)

**Step 2** – Selection the first option – Requesting a Guidance Authorization



**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 counselor.*
- Select the student’s current school. Individual Pittsburgh Public Schools are listed, as is the option “Non-PPS School”. If you select this option, you will be asked to provide the name of the student’s current school.
- Select the student’s current grade (not shown).

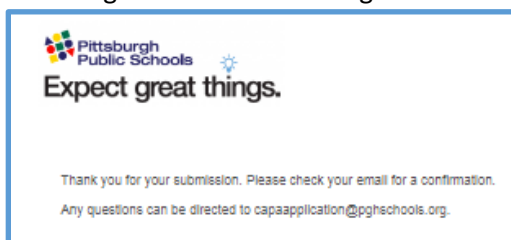
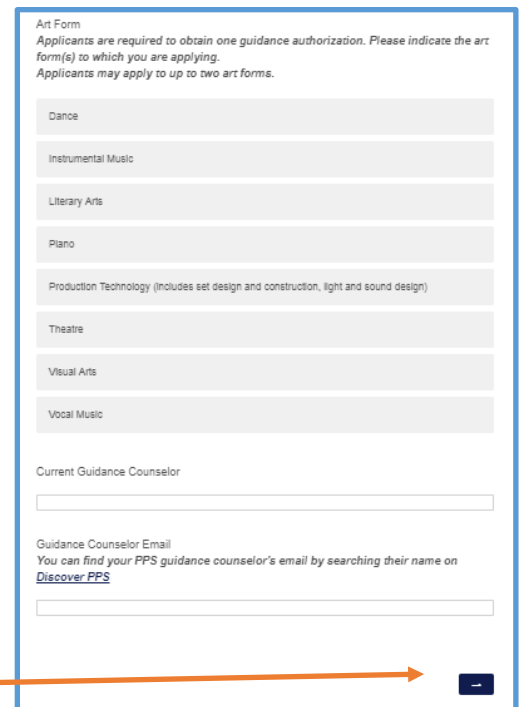
▪ Select the art form(s) to which the student is applying. You may select one or two art forms. Applicants only need one guidance authorization. *The art forms noted here should match those selected in the online application. If they do not match, the student’s application will be considered for the art forms that are identified in the application, NOT the art forms noted in the guidance authorization.*

*If you selected an art form in error and need to remove the selection, click on it again.*

- Enter the name of the student’s counselor.
- Enter the email address of the student’s counselor. You can use the Discover PPS link to search by name or by school to obtain the email address of counselors at Pittsburgh Public Schools.

**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 “CAPA Guidance Authorization” confirming that your request for a Guidance Authorization has been submitted. You will receive a second email once the form has been completed. The responses will be sent directly to CAPA staff. *No further action is required by the applicant.*

**Guidance Authorizations are due by December 17, 2021.**