

Pittsburgh CAPA – Requesting An Artistic Recommendation (For 2024-25)

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.

Pittsburgh Public Schools | Students first Always, in all ways.

CAPA Artistic Recommendation Form for the 2024-25 School Year

I am:

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

Request a Recommendation from an Art Teacher

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.

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. Artistic Recommendation forms should be submitted by 5pm on December 6, 2023 for students to be considered for auditions in January.

If your school does not offer art, and you have not taken outside art classes—please have a teacher who can comment on your interest in the art form to which you are applying complete the recommendation.

We are only able to accept one artistic recommendation per applicant, per art form. Students applying to one art form should obtain one artistic recommendation. Students applying to two art forms should obtain two artistic recommendations, one for each art form. Additional recommendations will not be reviewed.

Any questions may be emailed to capaapplication@pghschools.org.

Student Name

Student or Family Email

This is not required but recommended. This email address will receive a confirmation when this form has been submitted, but will not

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.*
- We are only able to accept one artistic recommendation per applicant, per art form. Students applying to one art form should obtain one artistic recommendation. Students applying to two art forms should obtain two artistic recommendations, one for each art form. **Additional recommendations will not be reviewed.**

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

Evaluator Name

Evaluator Email

→

Step 4 – Submit the form.

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

Pittsburgh Public Schools | Students first Always, in all ways.

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 should be completed by December 8, 2023 for applicants to be considered for January auditions.