
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.

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.

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

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 “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 are due by December 6, 2019.