

Bay Shore High School  
Teacher Recommendation Form In T

[collegerecs@bayshoreschools.org](mailto:collegerecs@bayshoreschools.org) **AND** upload it to Naviance.  
Dori Rouleau and Daniela Marco will send your letter back on Guidance  
Letterhead. This is the copy which you should be uploading to Naviance.  
See directions below

Directions for uploading letters of recommendation to Naviance are written below.  
If you don't have the log-in information or forgot your log-in information, please  
email Louis Balsamo who will gladly resend it to you!

Log into Naviance – [succeed.naviance.com](http://succeed.naviance.com)

Go to Manage Teacher Documents and look for "Add" to upload a file

1. Fill out the "Common App form", by going to Prepare a Form
2. Once in the Common Application Teacher Evaluation Form,  
for the question "***Do you complete applicant's academic rating?***"  
the default is NO. Please click YES to open up the checklist and  
fill out the form FULLY before submitting.