



THOMAS A. EDISON MIDDLE SCHOOL

CENTRAL SIX

75 William Street

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www.woboe.org

Xavier M. Fitzgerald
Principal

Steven Melendez
Assistant Principal

January 11, 2017

Dear Parent/Guardian(s):

At Edison Central Six Middle School, it is our belief that parents are vital partners in the education of their children. Parent/Teacher conferences therefore play an integral role in this partnership by teachers providing feedback on student progress and both parents and teachers working together to formulate individual plans for success.

On February 13, 14, and 15, 2017, Edison Central Six will be holding Parent/Teacher Conferences from 12:40 p.m. to 3:23 p.m.

Parents/Guardians will have access to schedule their own individual teacher conferences using **Pick-A-Time, an Internet-based appointment system**. You may access Pick-A-Time through the Edison Middle School website at <http://www.woboe.org/Domain/15>, from any computer with internet access. Once on the Edison Home Page, you will click on the link **“Parent Teacher Conference Sign In”**.

You may begin scheduling your conference appointments on January 27, 2017 at 8:00 a.m. The link to the Pick-A-Time system will remain available until February 9, 2017 at 3:00 p.m.

Complete instructions for scheduling conferences using Pick-A-Time are outlined on the reverse side of this letter. Please read the instructions carefully, completing each step as listed.

Please be advised that our February Parent Conferences **are not mandatory**. However if you would like to schedule a conference and a meeting time is not available please contact your child’s guidance counselor to schedule a meeting any time during the school year.

Please Note - Related Arts teacher conferences will be held on a walk-in basis and will not be scheduled via the Pick-A-Time system. Related Arts teachers may be seen in the following classrooms. (See below.)

<u>Subject Area</u>	<u>Teacher</u>	<u>Room #</u>
Physical Education & Health	Mr. Azzato/ Mr. Galioto/ Ms. Giaquinto/Mrs. Schwartz	Gymnasium
Spanish	Ms. Montoya/Mrs. Morales	LMC
Art	Mrs. Racanelli/Mrs. Pfingst	116/109
Computer Applications	Mrs. Jackson/Ms. DeMatteo	206/205
STEM	Ms. Chung/Ms. Van Loon	208/207
Orchestra	Ms. Liu	100
General Music/Chorus	Mrs. Pomeroy	117
Band	Mr. Romano	115

If you do not have access to a computer to schedule an appointment or if you have any questions, please contact your child’s Guidance Counselor.

Sincerely,

Xavier M. Fitzgerald
Principal

Pick-A-Time instructions:

Go to the school's website at <http://www.woboe.org/Domain/15> and click on the "Parent /Teacher Conference Sign-In" tab on the left side of the web page.

To Register

1. Enter your email address and select "Login/Create Account".
2. Fill in the required fields and click ok to "Register."
3. As you enter your child's name it should appear as it is on Powerschool and this mailing label. For example if your child's full name on Powerschool is "Jonathan Anthony Smith" it should be entered as "Jonathananthonymith", all as one word.

To Sign In

If you have previously registered, all you need to do is enter your email and password. The system will save your appointments and the children you've added to your account.

Scheduling

Each colored square represents an available meeting time. The legend shows you which teacher corresponds to each color and the times increase as you go down the page. **(Note: You will not see all of your child's teachers, just the Core Content teachers- Science, Social Studies, Mathematics and English Language Arts will be visible. Click on a square to book that time.** You will then be prompted to "Create an Appointment". Repeat this process until you have a time with each teacher that you would like to meet. At any time you can click on "printable schedule" and print the resulting web page to get a hard copy of your schedule. If you want to make changes to your schedule, you can log in at any time with your email and password. If you have more than one appointment, they will be hidden. Click on the blue show your appointments link to the left of your name at the top of the screen to show your appointments. There will be links to modify the time, or cancel the appointment.

Please be advised that we are following a strict time schedule. Please make every effort to be on time for your appointments.

Thank you,