



THOMAS A. EDISON MIDDLE SCHOOL

CENTRAL SIX

75 William Street · WEST ORANGE, NJ · 07052-2829 · 973-669-5360 · FAX 973-243-9802

Website: woboe.org/edison
@Edison_Central6 (Twitter Page)
@Edison_Central6 (Instagram Page)
Xavier M. Fitzgerald, Principal
Steven Melendez, Assistant Principal

November 16, 2020

Dear Parent/Guardian(s):

At Thomas Edison Central Six Middle School, it is our belief that parents are vital partners in the education of their children. Now more than ever Parent/Teacher conferences 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 December 7,8,9,10, 2020, Edison Central Six will be holding Virtual Parent/Teacher Conferences **via ZOOM**. The conferences will be from 1:40 p.m. to 3:20 p.m. each day for the core subjects of Mathematics, English Language Arts, Science and Social Studies.

Parents/Guardians will have access to schedule their own individual virtual teacher conferences using **Pick-A-Time, an Internet-based appointment system**. You may access **Pick-A-Time** through the main page of the Edison Middle School website beginning on November 24th from any computer with internet access. Once on the Edison Home Page, you will click on the link "**Parent Teacher Conference Sign In**". The Link to the Pick-A-Time system will remain available until December 3rd 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 December 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.

School Counselors:

Pamela Halstead Stewart Email: --- Phalstead@westorangeschools.org Students with the last names A-K
Jeff Lafoon Email: --- Jlafoon@westorangeschools.org Students with the last names L-Z

If you do not have access to a computer to schedule an appointment or, if you have any questions, please contact your child's School Counselor or the Main Office at (973) 669-5360.

Sincerely,

Xavier M. Fitzgerald
Principal

GOOD BETTER BEST NEVER LET IT REST UNTIL YOUR GOOD IS BETTER AND YOUR BETTER IS BEST!

Pick-A-Time instructions:

Go to the school's website at <http://www.woboe.org/Domain/15> and click on the " Virtual Parent /Teacher Conference Sign-In" tab on the left side of the web page. **This Link will become available on November 24, 2020 and close on December 4, 2020.**

To Register:

1. Enter your email address and select "Login/Create Account".
2. Fill in the required fields and click ok to "Register."

3. Please enter your child's first and last name as it appears in Powerschool. For example if your child's first and last name appears in Powerschool as "**Jonathan Smith**" it should be entered in that fashion.

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 meeting 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. On the day of your appointment you will simply utilize the ZOOM link provided in your schedule to log into your Parent/teacher meeting.

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

Thank you.

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