

Language Line Codes

Reason: Conference		
Includes: All School Staff Over-the-Phone Conferences and Conference Scheduling, Parent Permission and Student Progress		
Between Staff Member and:	Reason:	Code
Parent or Guardian	Academic Progress	1
	Attendance	2
	Behavior	3
	Curriculum	4
	Discipline/Truancy Hearing	5
	Educational Management Team or Collaborative Problem Solving Meeting	6
	Emergency/Early Release	7
	Grading and Reporting	8
	Health	9
	Request Permission to Stay After School, Attend Field Trip or Other Event/Program	10
	Other Parent Conference (Not Listed Above)	11
Student	Academic Progress	15
	Attendance	16
	Behavior	17
	Curriculum	18
	Discipline/Truancy Hearing	19
	Grading and Reporting	20
	Other Student Conference (Not Listed Above)	21

Reason: Counseling for Mental Health, Drug/Alcohol, Abuse, etc.	
Includes: All Counseling Office Staff Members and Emergency Calls from Other Staff Members	
	Code
Counseling Session: With Parent, Guardian, or Other Family Member	30
Counseling Session: With Student	31

Reason: Parent and Community Outreach	
Includes: All Evening Meetings and Workshops	
	Code
Back-to-School Night	40
ESOL Night	41
Math Night	42
Outdoor Education Parent Meeting	43
Parent Training or Workshop	44
Reading/Literacy Night	45
Recruiting Parents to Attend School Events (Not Listed Above), Field Trips, Volunteer, etc.	46
Other School Meeting (Not Listed Above)	49
Countywide Meeting	50

Reason: Special Education	
Includes: All Special Education Evaluation, Meetings, and Testing	
	Code
Eligibility Evaluation/Re-evaluation Testing for Special Education Services	60
Individualized Education Program (IEP) Meeting	61
Other Special Education (Not Listed)	69

Reason: Other	
Only Use This Code When the Reason for Call is Not Included in the Categories Listed	
	Code
Other Reason (Not Included in the Categories Listed)	99