

**From:** [Tolleson, Joanne](#)  
**Sent:** Wednesday, May 11, 2022 11:58 AM  
**To:** [Mary Chesson](#)  
**Subject:** RE: Flowery Branch HS closure

Hi Mary,

Hope you're doing well this Wednesday.

Again, sorry for the mix-up on our end: we turned in quite a few site closures together and we just made a mistake on which coversheet we were working with.

I have attached corrected cover sheets for both Flowery Branch High School and Johnson High School. I hope this gives you what you need.

Regards,  
*Joanne*

**From:** [Mary Chesson](#)  
**Sent:** Friday, May 6, 2022 9:38 AM  
**To:** [Tolleson, Joanne](#)  
**Subject:** [EXTERNAL]Flowery Branch HS closure

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello, Joanne.

I am reviewing the closure information for the Flowery Branch HS site. On the cover sheet, the closure is noted as the Johnson High School Dual Enrollment site, but the OCIS is noted as the Flowery Branch HS in next section of the cover sheet with an address of 4450 Hog Mountain Road, which is not the address we have for the Flowery Branch site.

Could you clarify the name and address of the site being closed?

Thank you,  
Mary C.

Mary Chesson  
Substantive Change Reviewer  
Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, GA 30033-4097  
[mchesson@sacscoc.org](mailto:mchesson@sacscoc.org)

[Cover Sheet](#) revised 01/31/22  
Ensure yours is current



# Substantive Change Cover Sheet

Submit to SACSCOC,  
Substantive Change, 1866  
Southern Lane, Decatur, GA  
30033. One copy only;  
electronic media preferred. Do  
not email submissions or send  
copies to staff. Thank you.


**Note:**

1. Include a completed cover sheet with each submission; please don't submit a cover sheet only.
2. Submit substantive changes as separate submissions except as permitted by policy.
3. Submit substantive changes defined in policy only; others are not reviewable.
4. For best results, download this form and complete with [Adobe Reader](#). Hover mouse over fields for guidance.

## INSTITUTIONAL INFORMATION

INSTITUTION (NO ABBREVIATIONS PLEASE)	CITY + STATE/PROVINCE
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## SUBSTANTIVE CHANGE RESTRICTION

1. Is the institution currently on Warning, Probation, or Probation for Good Cause?	<input type="radio"/> Yes	<input type="radio"/> No
2. Was the institution placed on Warning, Probation, or Probation for Good Cause on or after September 3, 2020, and subsequently removed from sanction?	<input type="radio"/> Yes	<input type="radio"/> No
3. Is the institution currently under provisional certification for participation in federal financial aid programs?	<input type="radio"/> Yes	<input type="radio"/> No
If ANY are "Yes" the institution is on <b>SUBSTANTIVE CHANGE RESTRICTION</b> . Additional and/or different requirements may apply; consult policy.		

## SUBMISSION INFORMATION

SUBSTANTIVE CHANGE TYPE (SELECT FROM DROP-DOWN LIST; SUBMIT ONLY TYPES DEFINED IN POLICY)	SUBMISSION DATE
SUBSTANTIVE CHANGE DESCRIPTION (BRIEF SUMMARY)	INTENDED IMPLEMENTATION

### OFF-CAMPUS INSTRUCTIONAL SITES SUBMITTED IN THIS SUBSTANTIVE CHANGE

*Site Name, Physical Address, City, State/Province, ZIP or Postal Code, and Country/Territory*

1.	
2.	
3.	
4.	
5.	There are more than 5 sites in this submission → <input type="radio"/>

### PROGRAMS SUBMITTED IN THIS SUBSTANTIVE CHANGE

*Include credential AND discipline: e.g., Associate of Arts in English, Bachelor of Science in Physics, Certificate in Office Management, etc.*

1.	
2.	
3.	
4.	
5.	There are more than 5 programs in submission → <input type="radio"/>

SUBMITTED	FOR OFFICE USE
I certify the information on this form is correct and accurately represents the current status of the institution at the time of submission.	
SUBMITTING LIAISON or CEO NAME	EMAIL ADDRESS

Revised 01/31/2022

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