TEPS STEPS

1

SUCCESSFULLY COMPLETE A GRADUATE LEVEL COURSE

- Course must be from an accredited college or university.
- Course must be taken for graduate credit.



2

COMPLETE THE TEPS APPLICATION

- The TEPS Application can be found on the WPS website and WEA website.
- Be sure to fill out all of the information on the application.
- Courses must have been taken in the 12 yrs immediately preceding submission.



3

SUBMIT THE TEPS APPLICATION

- Original applications should be sent to Liana Labriola at Wessagusset School.
- Email applications will not be accepted.



4

WAIT FOR APPROVAL LETTER

- Shortly after the TEPS meeting, you will receive an approval letter detailing next steps.



5

SUBMIT DOCUMENTATION TO ADMIN

- After you receive your approval letter, send OFFICIAL, UNOPENED transcripts to Elizabeth Long, 89 Middle St, Weymouth MA 02189 or elizabeth.long@weymouthschools.org.



Important Dates

Applications are due the first Wednesday of September, January, April, and June. The TEPS Committee meets the second Wednesday of September, January, April, and June.

Application Deadlines 2026-2027:

September 2, 2026
January 6, 2027
April 7, 2027
June 2, 2027

Important Salary Information

- For applications approved in September, a lane change will be effective September 1st (retroactively).
- For applications approved in January, a lane change will be effective April 1st.
- For applications approved in April and June, a lane change will be effective September 1st of the following school year.

For more information please contact: Liana Labriola, Julie Bowen, Meredith Westfall, Danielle Holmes or Tammie Stone.

Updated June 2026