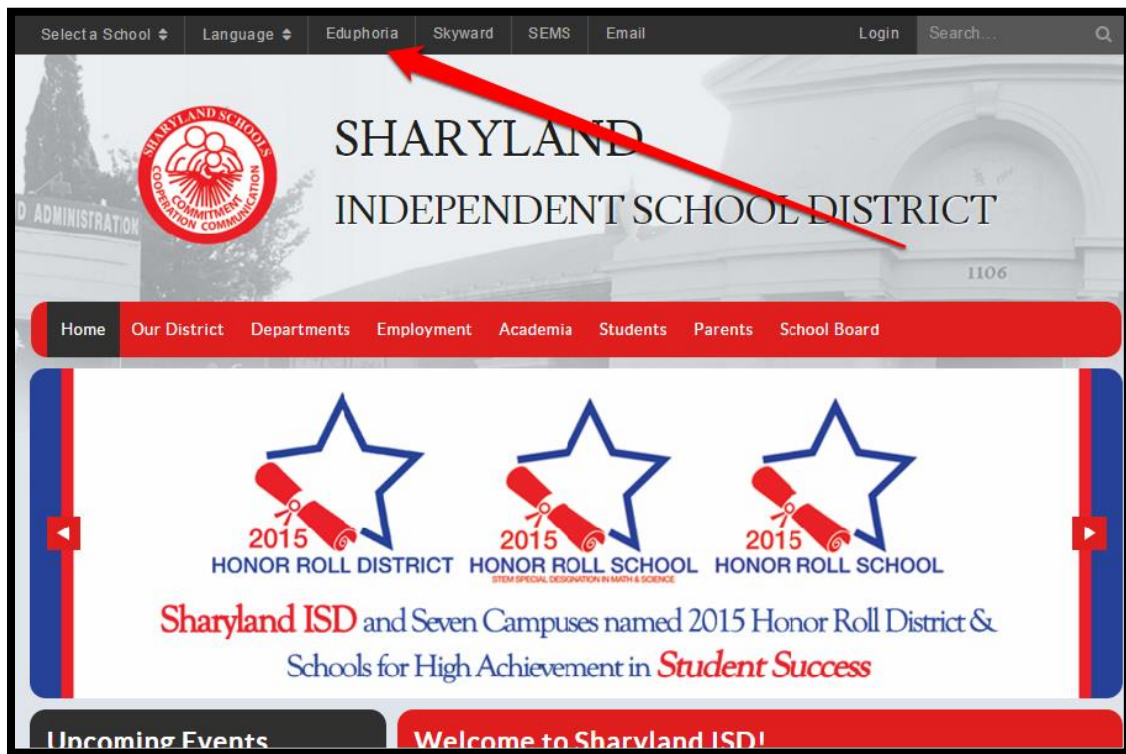


Below are instructions on how to complete a district transfer form.

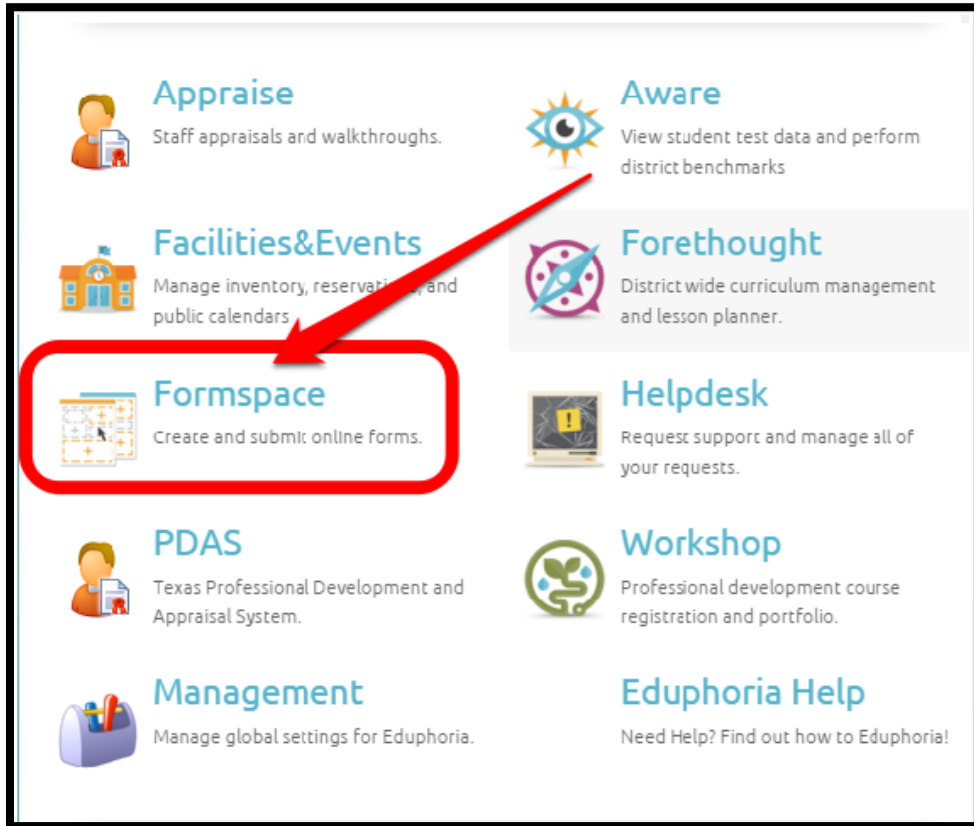
STEP 1: Visit [www.sharylandisd.org](http://www.sharylandisd.org) and click on the Eduphoria link.



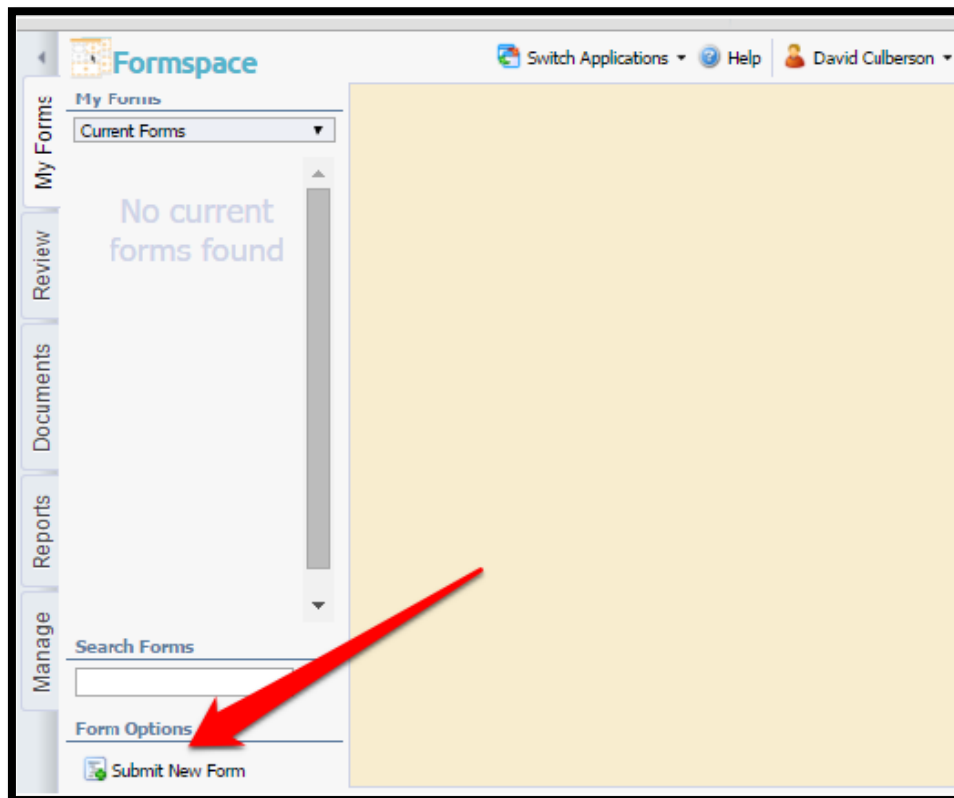
STEP 2: Sign in using your computer username and password.

The image shows a login form on a light blue background. The form consists of two input fields: 'USERNAME' and 'PASSWORD'. Below these fields is a 'Sign In' button. The form is centered on the page.

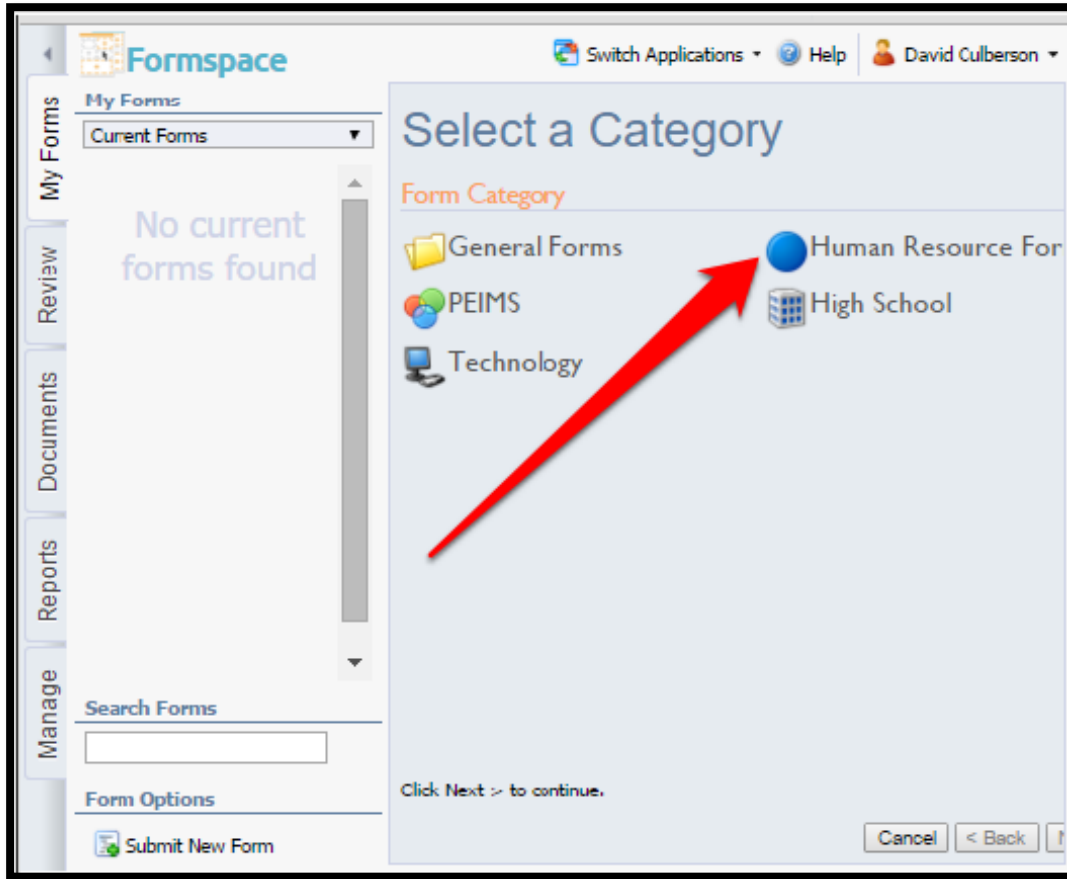
**STEP 3: Click Formspace.**



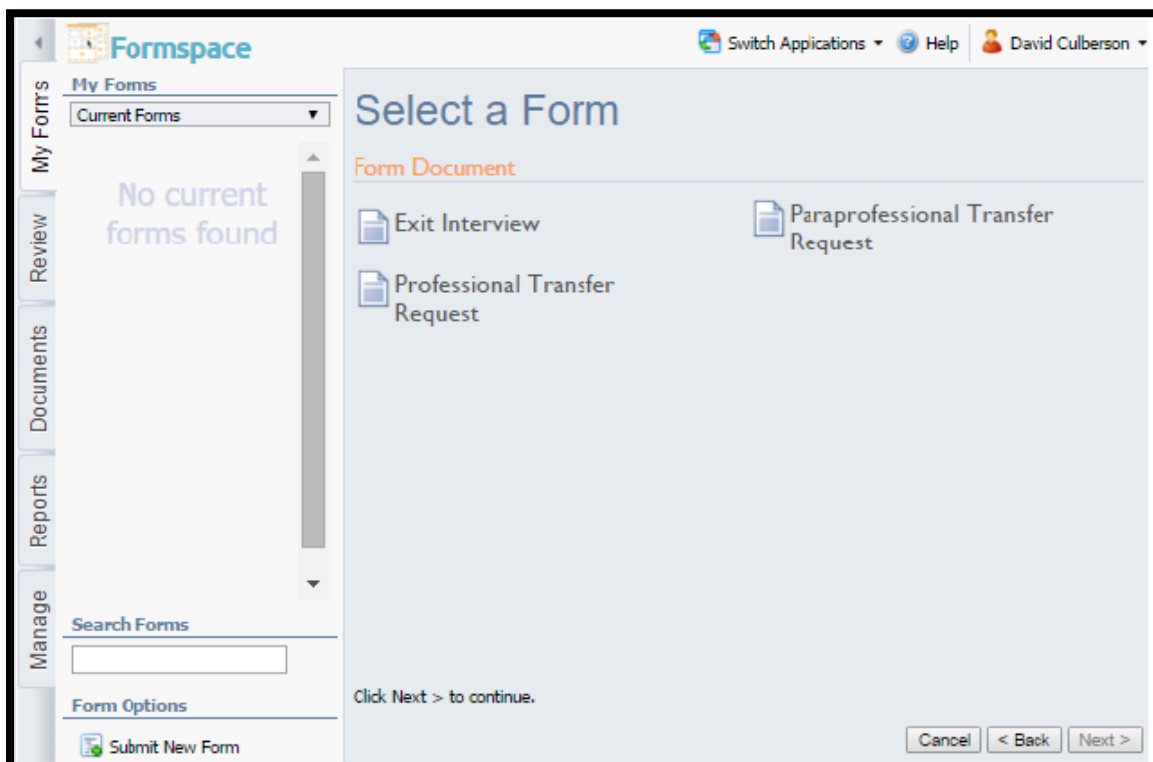
**STEP 4: Click on Submit New Form.**



**STEP 5: Click on Human Resource Forms.**



**STEP 6: Select appropriate form Paraprofessional or Professional.**



**STEP 7: Fill out the form accordingly and make sure you click on the correct Submit Form button located at the bottom of the transfer form.**

The screenshot shows the Formspace interface for a "Professional Transfer Request" form. The form is divided into two main sections: "First Choice" and "Second Choice". Each section contains three dropdown menus: "Select Current Assignment", "Select Current Subject", and "Grade Level". Below these are two questions with radio button options: "Do you currently hold a masters degree in your subject area?" (Yes/No) and "Are you willing to sponsor any extra curricular activities?" (Yes/No). At the bottom of the form is a "Submit Form" button. A red arrow points from the word "CORRECT" to the "Submit Form" button. Another red arrow points from the word "INCORRECT" to the "Form Options" section in the left sidebar, which includes a "Submit New Form" button.

**Once submitted you will receive a notification email with a copy of your transfer form.**