

Principal Transfer System

Principal User Guide

This guide explains how Principals can register, complete their profile, submit a transfer application, download the submitted application, and if want to withdraw an application.

Step 1 – Register as a Principal

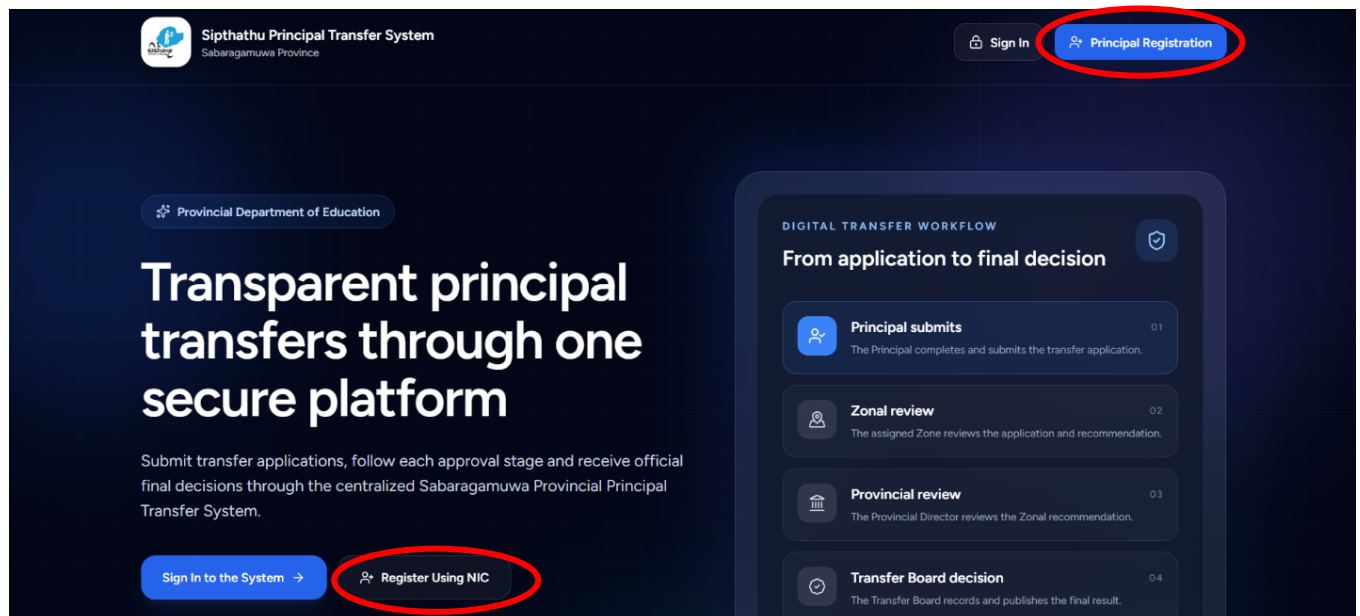
1. Open the Siphathu Principal Transfer System

Open the system using below web address.

www.samis.lk

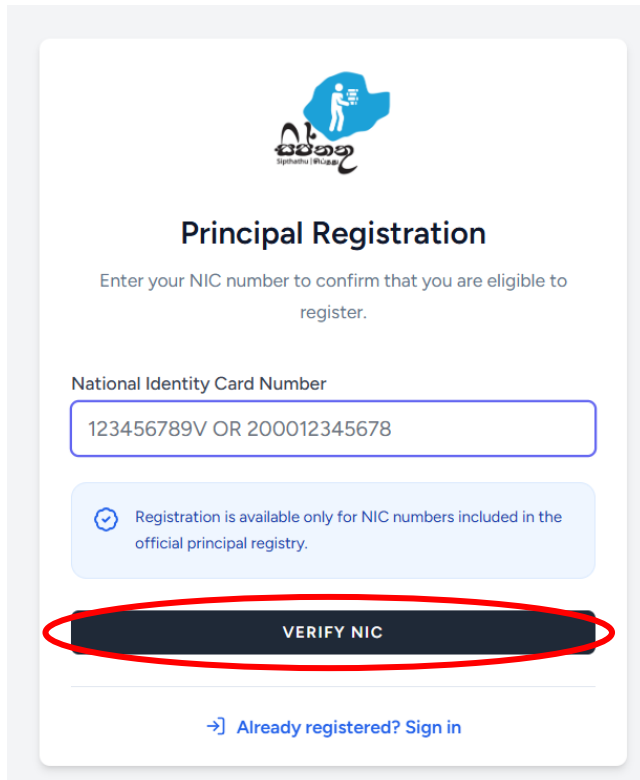
2. Start Registration

Click 'Register Using NIC' (or 'Principal Registration') in home page.



3. Verify Your NIC

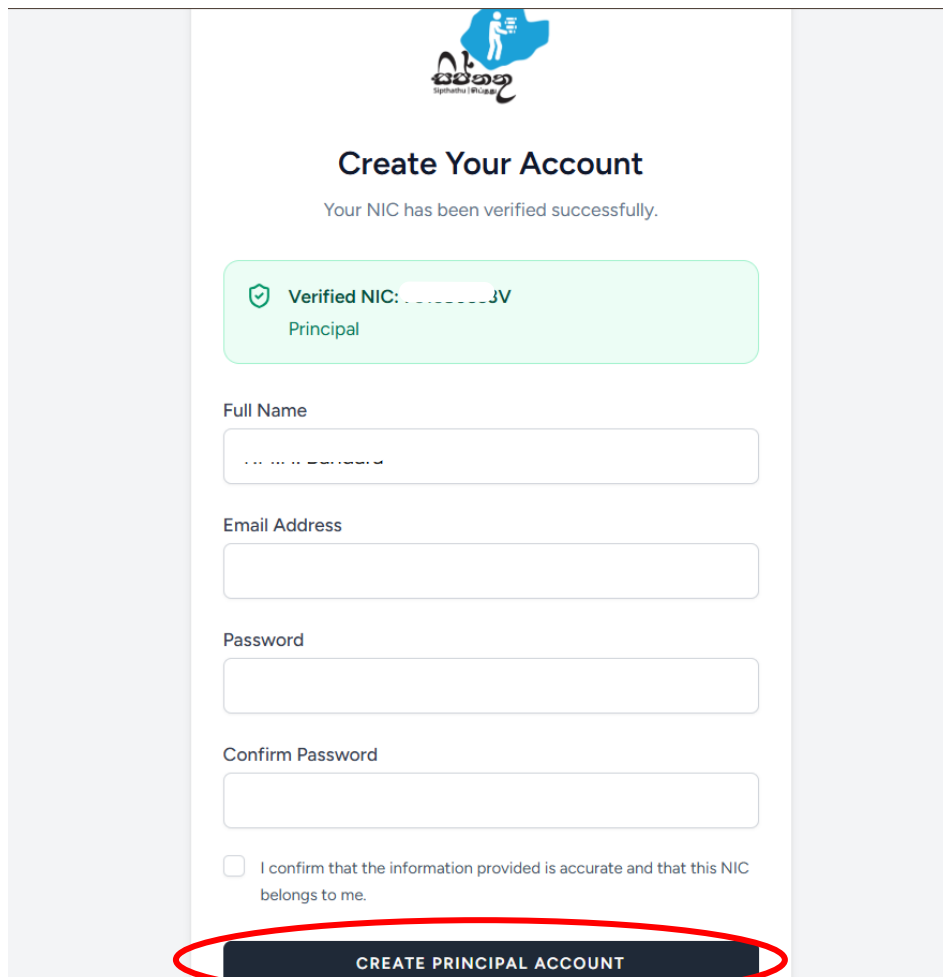
Enter your NIC number and click 'Verify NIC'.



The image shows a web form titled "Principal Registration" with the Sri Lanka Police logo at the top. Below the title, it says "Enter your NIC number to confirm that you are eligible to register." There is a text input field for the "National Identity Card Number" containing the text "123456789V OR 200012345678". Below this is a light blue box with a checkmark icon and the text "Registration is available only for NIC numbers included in the official principal registry." At the bottom of the form is a dark blue button labeled "VERIFY NIC" which is circled in red. Below the button is a link that says "→ Already registered? Sign in".

4. Create Your Account

Enter a valid email address, create a strong password, confirm the password, tick the confirmation checkbox, and click 'Create Principal Account'.

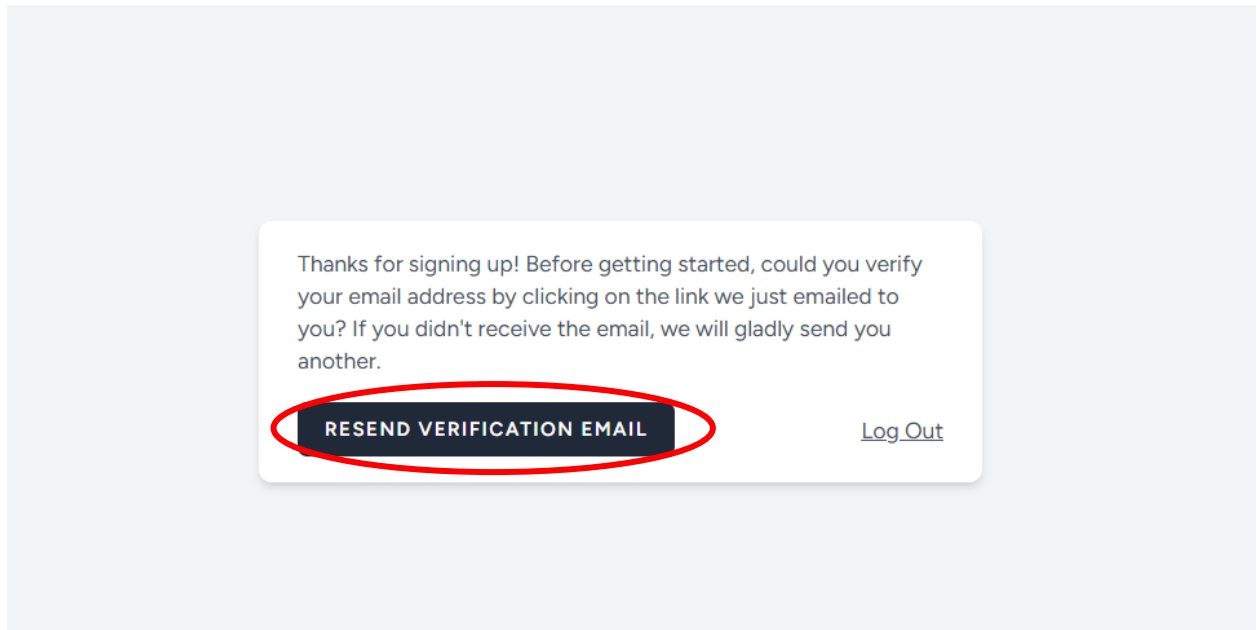


The image shows a web form titled "Create Your Account" with the Sri Lanka Police logo at the top. Below the title, it says "Your NIC has been verified successfully." There is a green box with a checkmark icon and the text "Verified NIC:JV Principal". Below this are four text input fields: "Full Name", "Email Address", "Password", and "Confirm Password". At the bottom of the form is a checkbox with the text "I confirm that the information provided is accurate and that this NIC belongs to me." Below the checkbox is a dark blue button labeled "CREATE PRINCIPAL ACCOUNT" which is circled in red.

Step 2 – Verify Your Email Address

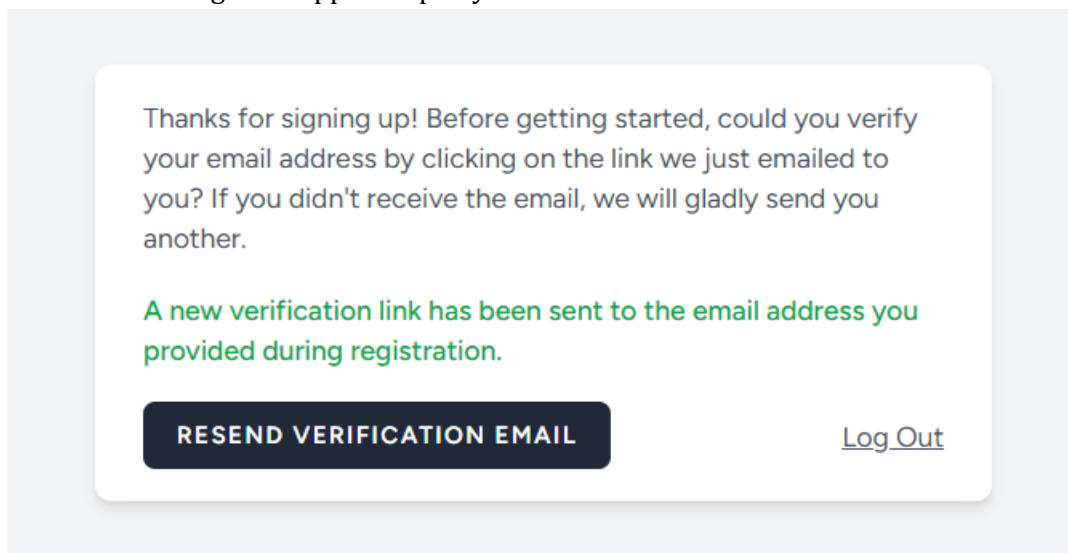
1. Request Verification Email

Click 'Resend Verification Email'.



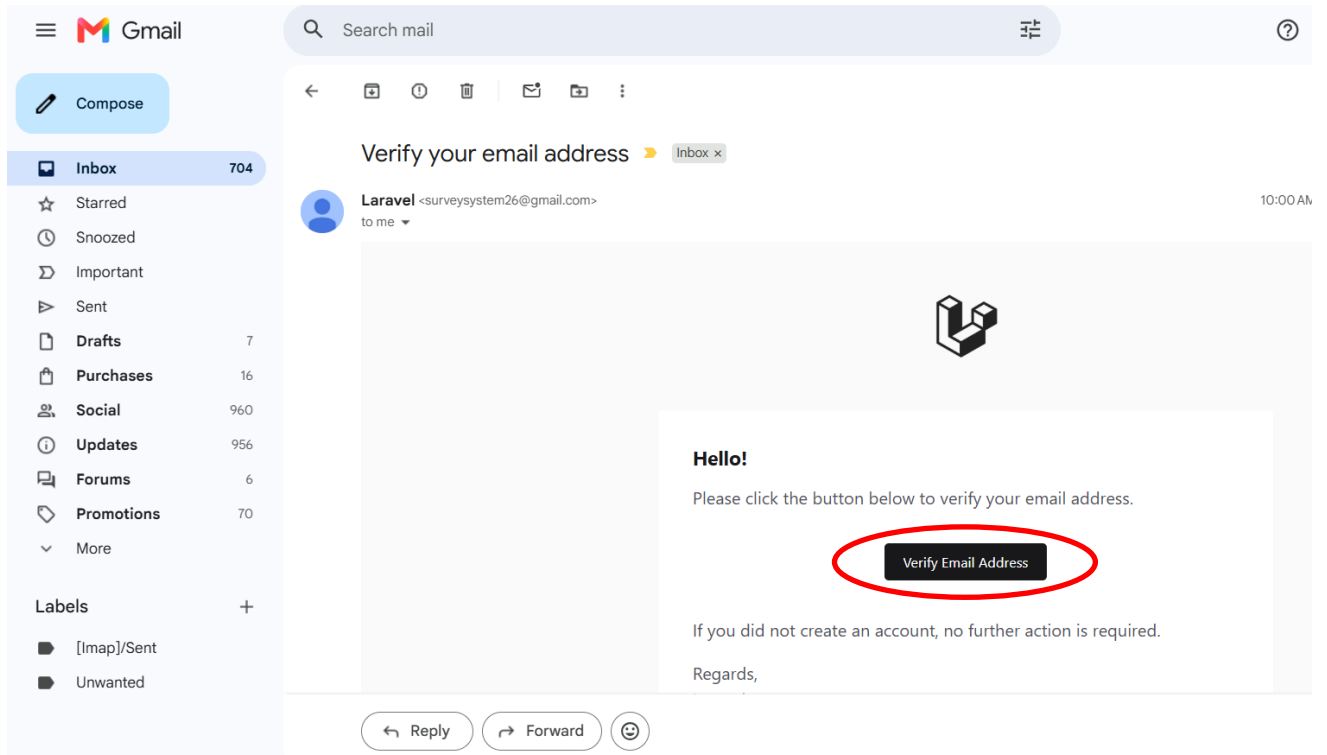
2. Check Your Email

A success message will appear. Open your email inbox.



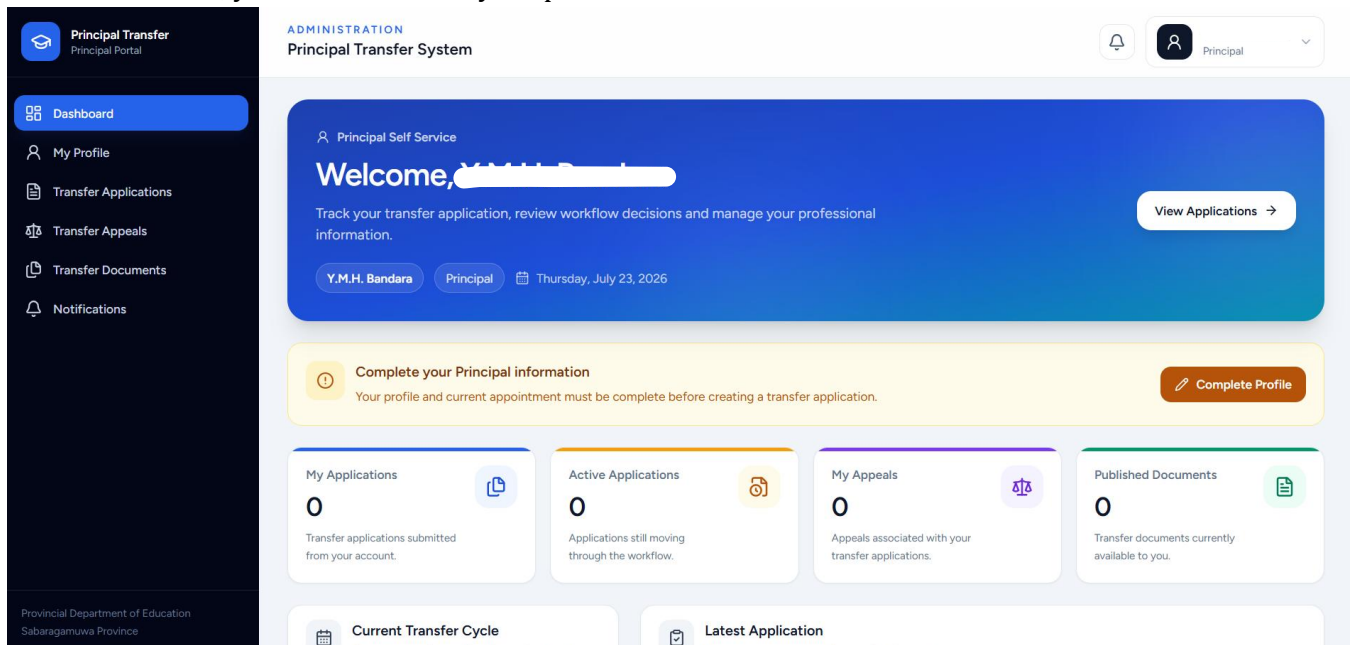
3. Verify Email

Open the email and click 'Verify Email Address'.



4. Login

After verification, you will redirect to your profile dashboard.

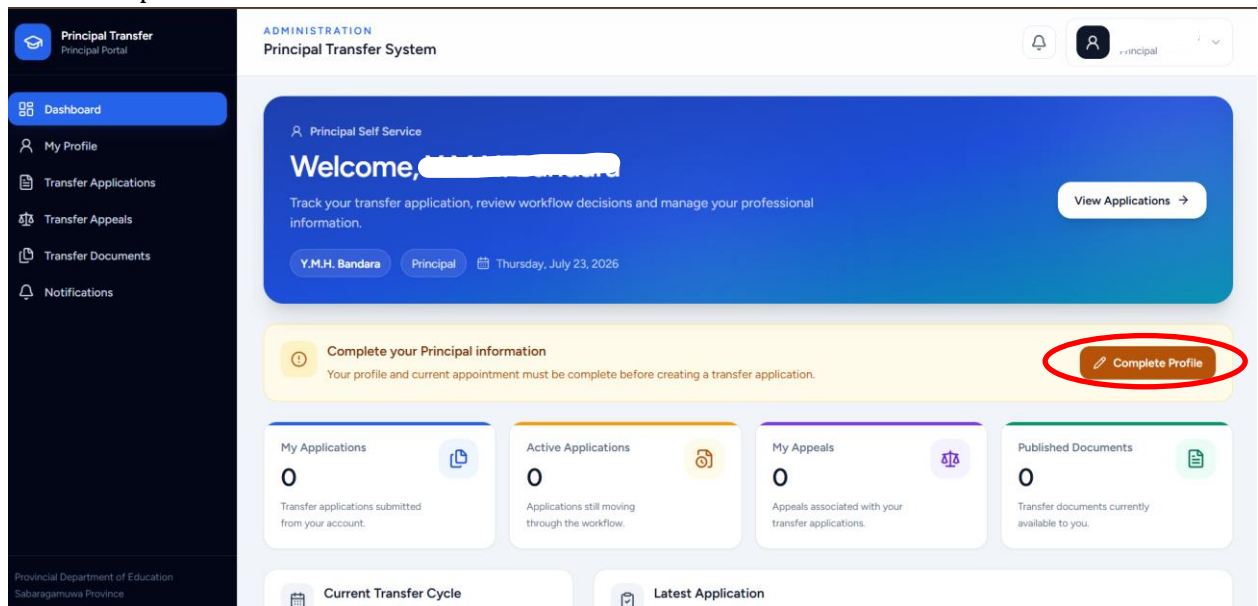


Step 3 – Complete Your Profile

First you must complete your profile.

1. Open Profile

Click 'Complete Profile'.



2. Enter Profile Details

Complete all required fields.

The screenshot shows the 'Edit My Profile' form. The sidebar is the same as in the previous image, but 'My Profile' is now selected. The main content area has a header with 'ADMINISTRATION' and 'Principal Transfer System', and a 'Back to Profile' button. A blue notification bar states: 'NIC number is locked. You may update personal, contact and service information. Your NIC number cannot be changed because it is linked to the principal registry.' Below this is the 'Identity Information' section, which includes a note: 'Only the NIC field is read-only.' The form contains the following fields: 'Full Name' (text input), 'NIC Number' (read-only text input with a note 'NIC cannot be changed.'), 'Employee Number' (text input), 'Name With Initials' (text input), 'Gender' (dropdown menu with 'Select gender' selected), and 'Date of Birth' (calendar icon and 'mm/dd/yyyy' text input).

3. Save Profile

After bottom of the page Tick 'Profile Information is Complete' confirm message and click 'Save Changes'.

The screenshot shows the 'My Profile' page with a sidebar on the left containing links to Dashboard, My Profile, Transfer Applications, Transfer Appeals, Transfer Documents, and Notifications. The main content area has two text input fields: 'Qualifications Summary' (with placeholder text 'Enter academic and professional qualifications') and 'Notes' (with placeholder text 'Add any relevant notes'). Below these fields is a checkbox labeled 'Profile information is complete' with the subtext 'Confirm that the information entered above is complete.' This checkbox is circled in red. At the bottom right, there are two buttons: 'Cancel' and 'SAVE CHANGES', with the latter also circled in red. The footer of the page reads 'Provincial Department of Education Sabaragamuwa Province'.

Step 4 – Add Appointment Details

1. Current Appointment

After saving you will redirect to this section. In here Enter your current appointment details. After add appointment history.

The screenshot shows the 'Principal Transfer System' interface. The top navigation bar includes 'Principal Transfer Principal Portal', a notification bell, and a user profile dropdown for 'Principal'. The left sidebar is identical to the previous screenshot. The main content area is divided into two sections. The first section, 'Current Appointment', has the subtitle 'Your current official school appointment' and contains a message: 'No current appointment has been recorded. Add your current school appointment before creating a transfer application.' Below this message is a red box with the number '1' and a blue button labeled '+ Add Current Appointment', both circled in red. The second section, 'Appointment History', has the subtitle 'Previous and current school appointments' and contains a message: 'No appointment history has been recorded. Add the current or previous appointment records to complete your service history.' Below this message is a red box with the number '2' and a blue button labeled '+ Add Appointment', both circled in red. Below the buttons is a table with the following headers: SCHOOL, DESIGNATION, TYPE, START DATE, END DATE, STATUS, and ACTIONS. The footer of the page reads 'Provincial Department of Education Sabaragamuwa Province' and includes a URL: 'localhost:9000/principal/appointments/create'.

2. Appointment History

In previous appointments ensure 'Current Appointment' is unticked.

Principal Transfer
Principal Portal

ADMINISTRATION
Principal Transfer System

Appointment Details
Select the zone first, then choose a school belonging to that zone.

Zone: Select zone (dropdown)
School: Select zone first (dropdown)
Select a zone before choosing a school.

Designation: Principal (dropdown)
Appointment Type: Permanent (dropdown)

Appointment Number: (text field)
Appointment Date: mm/dd/yyyy (calendar icon)

Start Date: mm/dd/yyyy
End Date: mm/dd/yyyy
Start date is automatically set to the appointment date.

☒ **Current Appointment**
Selecting this automatically unticks any existing current appointment and clears the end date.

Remarks

Provincial Department of Education
Sabaragamuwa Province

3. Review

Review your completed profile.

Principal Transfer
Principal Portal

ADMINISTRATION
Principal Transfer System

My Profile

Dashboard
Transfer Applications
Transfer Appeals
Transfer Documents
Notifications

Provincial Department of Education
Sabaragamuwa Province

Personal Information
Your identity and contact details

FULL NAME: (text field)
NAME WITH INITIALS: (text field)
NIC NUMBER: (text field)
EMPLOYEE NUMBER: (text field)
GENDER: Not recorded
DATE OF BIRTH: Not recorded

Contact Information

MOBILE NUMBER: Not recorded
ALTERNATE NUMBER: Not recorded
PERSONAL EMAIL: Not recorded
RESIDENTIAL ADDRESS: Not recorded

Service Information

SERVICE CATEGORY: Sri Lanka Principals Service
SERVICE GRADE: Not recorded
FIRST APPOINTMENT DATE: Not recorded
PRINCIPAL SERVICE ENTRY DATE: Not recorded
RETIREMENT DATE: Not recorded
EMPLOYMENT STATUS: Active

Current Appointment
Your current official school appointment

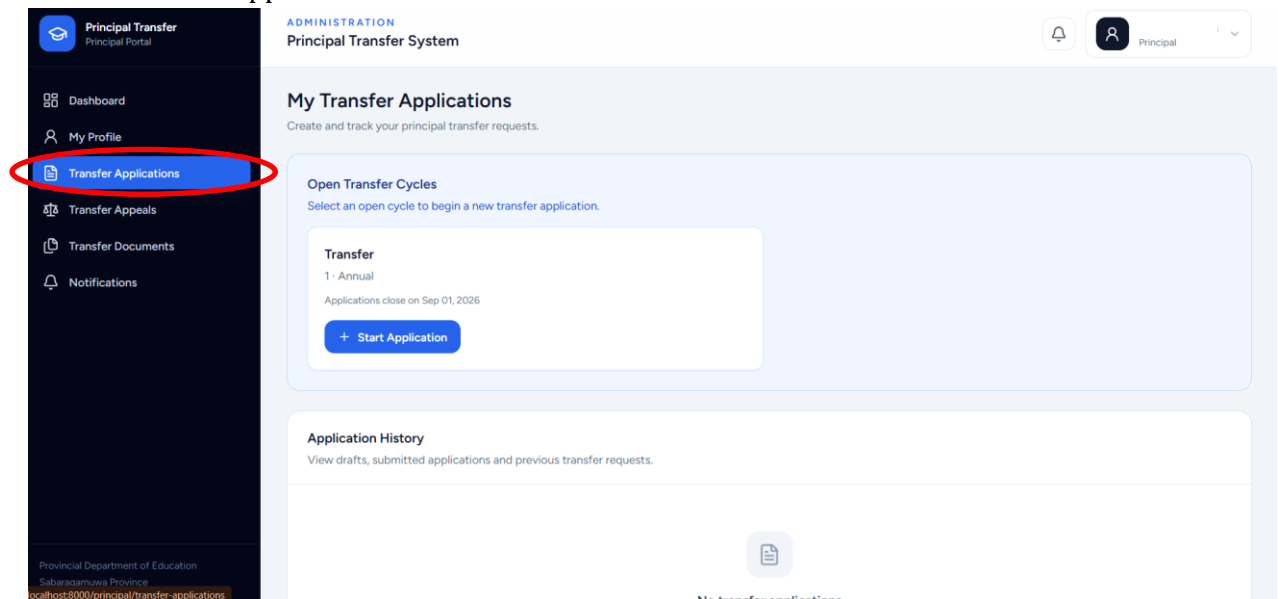
DESIGNATION: (text field)
APPOINTMENT TYPE: (text field)
SCHOOL: (text field)
START DATE: (text field)

Edit Current Appointment

Step 5 – Create a Transfer Application

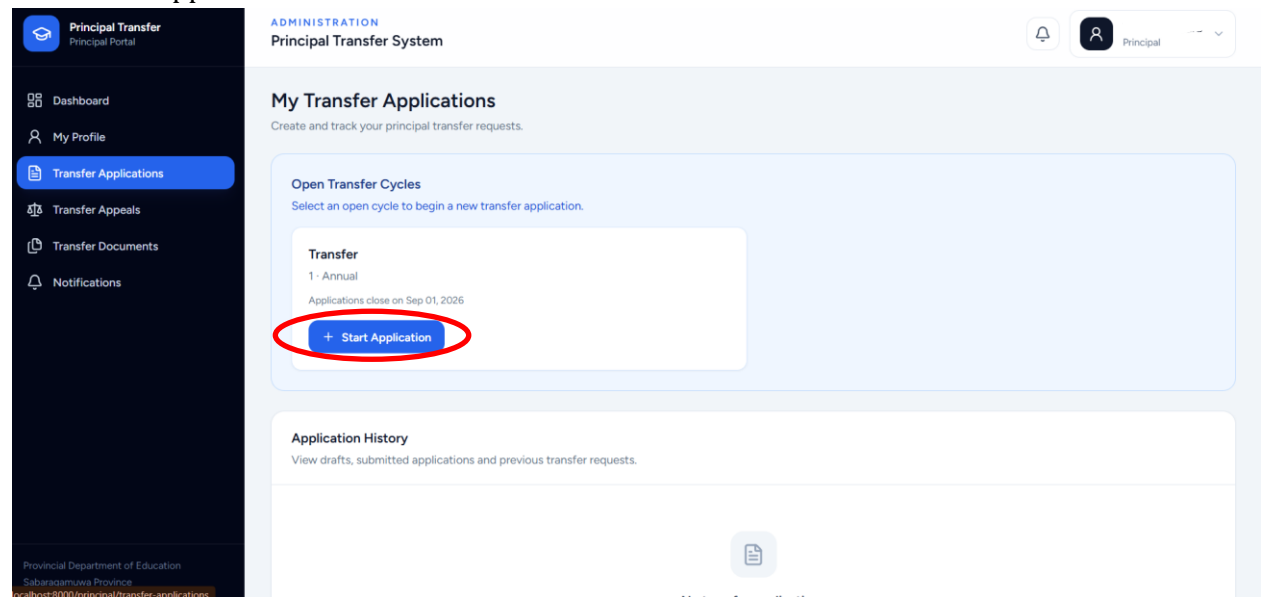
1. Open Transfer Application

Select 'Transfer Applications' from the left menu.



2. Start Application

Click 'Start Application'.



3. Complete Application

Fill all required information and click 'Save as Draft'. Then You can edit the draft later.

The screenshot shows the 'Principal Transfer System' interface. On the left is a dark sidebar with navigation links: Dashboard, My Profile, Transfer Applications (highlighted), Transfer Appeals, Transfer Documents, and Notifications. The main content area has a header 'ADMINISTRATION Principal Transfer System' with a user profile 'Principal'. Below this is a 'Mutual transfer' checkbox with a note. The 'School Preferences' section includes an 'Add Preference' button and a list of preferences. The first preference shows 'Preferred School' as 'Select school' and 'Preference Reason' as 'Optional reason'. There are also up, down, and delete icons for preferences. A 'Principal Remarks' text area is below. At the bottom right, there are 'Cancel' and 'SAVE AS DRAFT' buttons, with the latter circled in red.

Principal Transfer System

☐ **Mutual transfer**
Select this only when another principal has agreed to a mutual transfer.

School Preferences
Add schools in order of preference. [+ Add Preference](#)

1 Preferred School: Select school Preference Reason: Optional reason

Principal Remarks
Optional additional remarks

Cancel **SAVE AS DRAFT**

4. Edit/Delete Draft

Edit or delete the draft before final submission if required.

The screenshot shows the 'Draft Application #1' page. The sidebar is the same as in the previous screenshot. The main content area has a header 'ADMINISTRATION Principal Transfer System' and a green notification bar stating 'Transfer application saved as a draft.' Below this, the title 'Draft Application #1' is followed by 'Transfer' and two buttons: 'Edit Draft' and 'Delete', both circled in red. The 'Transfer Request' section displays details: STATUS is 'Draft', TRANSFER REASON is 'Long Service', CURRENT SCHOOL is 'Kuruwita Central College', CURRENT DESIGNATION is 'Principal', CURRENT APPOINTMENT START is 'January 01, 2005', and SERVICE AT CURRENT SCHOOL is '259 month(s)'. There is also a 'DETAILED EXPLANATION' field with placeholder text. The 'Application Timeline' section shows: Created (Jul 23, 2026, 10:35 AM), Submitted (Not available), PDF Generated (Not available), and Withdrawn (Not available). At the bottom, there is a 'School Preferences' section with the text 'Schools selected in priority order'.

Principal Transfer System

Transfer application saved as a draft.

Draft Application #1
Transfer [Edit Draft](#) [Delete](#) Draft

Transfer Request

STATUS	TRANSFER REASON
Draft	Long Service
CURRENT SCHOOL	CURRENT DESIGNATION
Kuruwita Central College	Principal
CURRENT APPOINTMENT START	SERVICE AT CURRENT SCHOOL
January 01, 2005	259 month(s)

DETAILED EXPLANATION
vhdjcvdjcv fvhdfdfih hcidchdio dcjydcvhiil vkdcioox

Application Timeline

Created
Jul 23, 2026, 10:35 AM
Submitted
Not available
PDF Generated
Not available
Withdrawn
Not available

School Preferences
Schools selected in priority order

Step 6 – Submit the Application

Final Submission

Review all information, tick the final declaration in bottom of the page, and click 'Submit Application'.

Principal Transfer
Principal Portal

ADMINISTRATION
Principal Transfer System

Principal

CURRENT APPOINTMENT START
January 01, 2005

SERVICE AT CURRENT SCHOOL
259 month(s)

DETAILED EXPLANATION
vhdjcvdjcv fvhdfdfih hcidchdio dcjvdcvhill vkdcioox

Final Submission
Confirm that the information is correct. After submission, the application cannot be edited.

☐ I certify that the information provided is accurate.

Submit Application

Provincial Department of Education
Sabaragamuwa Province

Step 7 – Download the Submitted Application

Download PDF

Click 'Download PDF' or 'Download Submitted PDF' and save the file.

Principal Transfer
Principal Portal

ADMINISTRATION
Principal Transfer System

1-000001
Transfer

Transfer Request

STATUS
Submitted

TRANSFER REASON
Long Service

CURRENT SCHOOL
Principal

CURRENT DESIGNATION
Principal

CURRENT APPOINTMENT START
January 01, 2005

SERVICE AT CURRENT SCHOOL
259 month(s)

DETAILED EXPLANATION
vhdjcvdjcv fvhdfdfih hcidchdio dcjvdcvhill vkdcioox

Submitted Application PDF
Download the official PDF copy generated when this application was submitted.

Download PDF

Download Submitted PDF Submitted

Provincial Department of Education
Sabaragamuwa Province

Step 8 – Withdraw an Application

Withdraw

In bottom of the page, you can see withdraw application section. Enter the withdrawal reason and click 'Withdraw Application' if you want to withdraw your application.

The screenshot displays the 'Principal Transfer System' interface. On the left is a dark sidebar with navigation links: Dashboard, My Profile, Transfer Applications (highlighted), Transfer Appeals, Transfer Documents, and Notifications. The main content area has a header 'ADMINISTRATION Principal Transfer System' and a user profile dropdown. Below the header, there are three sections: 'Submitted Application PDF' with a 'Download PDF' button, 'School Preferences' showing 'Ferguson High School' as the first option, and a 'Withdraw Application' section highlighted with a red box. The 'Withdraw Application' section contains a text input field labeled 'Explain why you are withdrawing' and a red 'Withdraw Application' button. At the bottom left of the sidebar, it says 'Provincial Department of Education Sabaragamuwa Province'.

Important Notes

- Use a valid email address.
- Complete your profile before applying.
- Save as Draft if you are not ready to submit.
- Review all information before final submission.
- Keep the submitted PDF for your records.
- Withdrawal is available.