

## ABSTRAK

**Ria Junita Tampubolon, NIM. 8246131009. “Pengembangan Sistem Informasi Manajemen Pengelolaan Dokumen Administrasi Sekolah Di SMA Negeri 8 Medan”. Program Studi Administrasi pendidikan Pasca Sarjana Universitas Negeri Medan. 2026.**

Penelitian ini bertujuan untuk mengembangkan Sistem Informasi Manajemen Pengelolaan Dokumen Administrasi Sekolah berbasis web di SMA Negeri 8 Medan, mengetahui kelayakan sistem, serta menganalisis efektivitas sistem dalam membantu pengelolaan dokumen administrasi sekolah. Penelitian ini menggunakan metode penelitian dan pengembangan dengan model Rapid Application Development (RAD), yang meliputi tahap analisis kebutuhan, perancangan, pengembangan, implementasi, dan evaluasi.

Subjek penelitian terdiri atas kepala sekolah, wakil kepala sekolah bidang kurikulum, staf kurikulum, dan staf tata usaha. Teknik pengumpulan data dilakukan melalui observasi, wawancara, validasi ahli, angket respon pengguna, angket sistem usability scale (SUS), serta data efektivitas sebelum dan sesudah penggunaan sistem. Hasil penelitian menunjukkan bahwa sistem e-Arsip yang dikembangkan memiliki fitur utama berupa login, dashboard, kategori dokumen, upload dokumen, pencarian dokumen, preview, download, manajemen user, tipe user, dan log aktivitas.

Hasil validasi ahli Media/IT memperoleh persentase 100%, validasi ahli Administrasi Pendidikan memperoleh 98,33%, dan validasi Praktisi Sekolah memperoleh 98,33%, dengan rata-rata kelayakan sebesar 98,89% dalam kategori sangat layak. Hasil observasi efektivitas menunjukkan seluruh aspek penggunaan sistem berjalan dengan baik. Data before–after menunjukkan bahwa rata-rata waktu pencarian dokumen menurun dari sekitar 20 menit menjadi 5 menit. Hasil angket respon pengguna memperoleh persentase 88,21% dalam kategori sangat baik, sedangkan hasil SUS memperoleh skor rata-rata 78,10 dalam kategori baik. Berdasarkan hasil tersebut, sistem e-Arsip berbasis web dinyatakan sangat layak dan efektif digunakan sebagai alat bantu pengelolaan dokumen administrasi sekolah. Sistem ini membantu mempercepat pencarian dokumen, menata penyimpanan arsip, mengurangi risiko dokumen sulit ditemukan, serta mendukung efisiensi kerja administrasi sekolah.

Kata Kunci: sistem informasi manajemen, e-arsip, dokumen administrasi sekolah, pengembangan sistem.

## **ABSTRACT**

***Ria Junita Tampubolon, Student ID 8246131009. "Development of a Management Information System for School Administrative Document Management at SMA Negeri 8 Medan." Educational Administration Study Program, Postgraduate School, State University of Medan. 2026.***

*This study aims to develop a web-based School Administration Document Management Information System at SMA Negeri 8 Medan, determine its feasibility, and analyze its effectiveness in assisting with school administration document management. This study employed a research and development method using the Rapid Application Development (RAD) model, encompassing needs analysis, design, development, implementation, and evaluation.*

*The study subjects included the principal, vice principal for curriculum, curriculum staff, and administrative staff. Data collection techniques included observation, interviews, expert validation, user response questionnaires, a system usability scale (SUS) questionnaire, and pre- and post-use effectiveness data. The results indicate that the developed e-Archive system has key features including login, dashboard, document categories, document upload, document search, preview, download, user management, user types, and activity log.*

*The Media/IT expert validation achieved a 100% score, the Educational Administration expert validation achieved a 98.33% score, and the School Practitioner validation achieved a 98.33% score, with an average feasibility score of 98.89%, categorized as very feasible. The effectiveness observation results showed that all aspects of the system were functioning well. Before-after data showed that the average document search time decreased from approximately 20 minutes to 5 minutes. The user questionnaire results obtained a percentage of 88.21%, categorized as very good, while the SUS results obtained an average score of 78.10, categorized as good. Based on these results, the web-based e-Archives system was deemed highly feasible and effective for use as a tool for managing school administrative documents. This system helps speed up document searches, organize archive storage, reduce the risk of difficult-to-find documents, and support the efficiency of school administrative work.*

**Keywords:** *management information system, e-archives, school administrative documents, system development.*