


## **Student Administration Towards the Achievement of the Goals of the School**

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<b>Keywords:</b>	<b>Abstract</b>
<i>Student Administration, Goals School, Education</i>	<i>This study aims to identify important components in school administration that can improve the effectiveness of learning and student management. The method used in this study is qualitative research, which explores data through observation and interviews, where researchers collect data on the implementation of administration, student management, and the interaction between these two aspects. Data was obtained through interviews with principals, teachers, and staff who were still involved in the research. The results show that good and systematic administrative management contributes significantly to the smoothness of the teaching and learning process, as well as the development of student's potential. It was found that a clear and programmed division of administrative tasks in each school can improve efficiency and effectiveness in the implementation of educational activities. In addition, this study also revealed that administration is not only limited to the financial aspect but also includes the continuity of a quality teaching and learning process. Effective and organized administrative services greatly influence the success of education in a school environment. In this increasingly competitive and modern era, schools need to adapt to developments in science and technology and implement innovative administrative practices. Thus, good administrative management will support the achievement of optimal educational goals and the all-round development of students so that schools can function as environments that support effective and sustainable learning.</i>
<b>Kata Kunci:</b> Administrasi Siswa, Tujuan Sekolah, Pendidikan	Penelitian ini bertujuan untuk mengidentifikasi komponen-komponen penting dalam administrasi sekolah yang dapat meningkatkan efektivitas pembelajaran dan pengelolaan kesiswaan. Metode yang digunakan dalam penelitian ini adalah metode penelitian kualitatif dengan menggali data melalui Observasi dan wawancara, di mana peneliti mengumpulkan data mengenai pelaksanaan administrasi, pengelolaan kesiswaan, serta interaksi antara kedua aspek tersebut. Data diperoleh melalui wawancara bersama kepala sekolah, guru dan staf

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bagian yang masih ada kaitanya dengan penelitian. Hasil penelitian menunjukkan bahwa pengelolaan administrasi yang baik dan sistematis berkontribusi signifikan terhadap kelancaran proses belajar mengajar, serta pengembangan potensi siswa. Ditemukan bahwa adanya pembagian tugas administrasi yang jelas dan terprogram di setiap sekolah dapat meningkatkan efisiensi dan efektivitas dalam pelaksanaan kegiatan pendidikan. Selain itu, penelitian ini juga mengungkapkan bahwa administrasi tidak hanya terbatas pada aspek keuangan, tetapi juga mencakup keberlangsungan proses belajar mengajar yang berkualitas. Keberhasilan pendidikan di lingkungan sekolah sangat dipengaruhi oleh pelayanan administrasi yang efektif dan teratur. Dalam era yang semakin kompetitif dan modern ini, penting bagi sekolah untuk beradaptasi dengan perkembangan ilmu pengetahuan dan teknologi, serta menerapkan praktik administrasi yang inovatif. Maka demikian, pengelolaan administrasi yang baik akan mendukung pencapaian tujuan pendidikan yang optimal dan pengembangan siswa secara menyeluruh, sehingga sekolah dapat berfungsi sebagai lingkungan yang mendukung pembelajaran yang efektif dan berkelanjutan.

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Received : 14 January 2025; Revised: 15 February 2025; Accepted: 28 March 2025

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<http://doi.org/10.55080/jpn.v4i1.178>



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## **1. Introduction**

The success of educational institutions is heavily influenced by effective student administration. This is because the administration encompasses various activities that support the educational process, including the involvement of students, teachers and the management of resources. Research indicates that well-organized administrative systems optimize resource utilization and enhance the learning environment, as highlighted (Ozcan, 2021; Yangambi, 2023). These studies emphasize that collaboration among students, educators, and administrative staff is crucial for achieving educational goals. Therefore, effective student administration is a fundamental component in the academic landscape, as it directly contributes to the overall success and achievement of schools.

Effective administration in schools is essential for creating a productive working environment among teachers and staff. Administrative functions include not only financial management but also various aspects such as bookkeeping and coordination that are critical to improving the learning process (Albert, 2024). Through streamlining administrative activities, educators can focus more on the teaching and learning process, which in turn can improve educational outcomes. Research shows that a well-organized administrative system helps make optimal use of resources and supports the achievement of academic goals. Therefore, a solid administrative framework is necessary in schools so that the teaching and learning process runs effectively and all available resources can be maximally utilized to achieve educational goals.

Administration is a crucial method for organizing and managing resources in educational institutions to achieve educational goals (Smith & Benavot, 2019). The

effectiveness of the education and learning process is significantly influenced by various factors, including the role of school administration staff, which is essential for the smooth operation of educational institutions (Javornik & Klemenčič Mirazchiyski, 2023). Well-planned, organized, directed, and methodical school administration services are vital for achieving educational success (Sahlin, 2025). Furthermore, adapting educational administration practices to align with the rapid advancements in technology and the competitive nature of the modern world is necessary for maintaining relevance and effectiveness. Therefore, to enhance the educational process and meet contemporary challenges, it is imperative to evolve the methods of educational administration in schools.

Administration is a critical process for effectively organizing and managing resources to achieve educational goals (Thornhill-Miller et al., 2023). The personnel responsible for school administration play a vital role in facilitating specific events and activities that enhance the learning experience within educational environments (Heenan et al., 2023). Educational administration, which encompasses planned, organized, directed, and methodical school administration services, is essential for achieving educational success. Moreover, adapting the implementation of educational administration is necessary to keep pace with the rapid advancements and competitive nature of modern technology. Therefore, to ensure effective educational outcomes, it is imperative to evolve the practices of educational administration in response to the dynamic challenges of today's world.

Student administrative activities include a variety of tasks related to data collection, documentation and maintenance of information within an educational setting. While these tasks are not mandatory, they are often performed by individuals with specialized roles in school administration, including administrative staff and teachers, to support the overall functioning of the school. In general, teachers are usually involved in student administration to some extent, contributing to the organization and management of student-related data (Karvonen et al., 2024; Liu, 2024). In addition, intelligence, which includes skills such as reasoning, organizing, problem-solving, and understanding concepts, plays an important role in carrying out these administrative tasks effectively. Therefore, teachers' involvement in student administrative activities is crucial, as it not only helps in the efficient management of educational data but also utilizes their intellectual skills to improve the overall educational process.

The quality of teaching staff has a great influence on the progress of learning achievement (Engida et al., 2024). The educational attainment of each person who forms a country determines the quality of its human resources. Education with a clear mission and vision will yield excellent results (Daniel et al., 2024). This is where management, especially student affairs, becomes very important. In order for the student learning process to continue and produce the expected results, student management must be a top priority.

Teachers often struggle to fulfil their responsibilities and functions necessary to become competent educators who actively engage in classroom learning (Nguyen et al., 2024). This engagement is crucial for creating a comfortable atmosphere conducive to effective learning, particularly in managing students and promoting more active participation (Munk et al., 2024). In today's educational landscape, some teachers may focus more on their salaries and positions rather than on their commitment to improving student outcomes (See et al., 2020). This shift in priorities can lead to disorganization and a lack of motivation in their teaching practices. Additionally, the issue of guidance is closely related to the progress of

student learning achievements, highlighting the need for effective support and mentorship for teachers.

The purpose of this research is to investigate the importance of student administration in achieving school goals. Effective student administration is crucial for enhancing the educational process, as it involves organizing and managing various components that contribute to successful learning outcomes. The study was conducted at *Sekolah Dasar* (SD) Muhammadiyah Muara Bungo, utilizing a literature review and data collection from school principals and teachers, particularly those involved in administrative roles. This approach highlights the significant role of teachers and administrative staff in managing student-related data and activities, which directly impacts educational success. Therefore, understanding the dynamics of student administration is essential for improving educational practices and ensuring that schools can effectively meet their objectives, ultimately leading to better learning achievements for students.

## **2. Methods**

This study aims to examine the importance of student administration in supporting the achievement of school goals at the SD Muhammadiyah Muara Bungo. Student administration is an important component in the educational process because it plays a role in managing data and activities related to students, thus having a direct impact on the success of education. The method used in this research is a literature study with a qualitative approach that involves collecting data through interviews and observations with school principals and teachers, especially administrative staff whose role is to manage student administration. Supporting data was also obtained from various relevant books and scientific journals. The data analysis process was carried out systematically by reading, analyzing and processing literature sources and field data. The results revealed that the involvement of teachers and administrative staff in student administration activities is crucial to ensure the smooth running of the teaching and learning process and the optimal utilization of school resources. In addition, regular and organized administration supports the achievement of maximum learning outcomes and creates a conducive learning environment. This study also emphasized the importance of improving administrative competencies for educators in an effort to adapt to technological developments and modern educational challenges. The conclusion of this study confirms that good student administration not only helps with data management but also contributes significantly to the success of education in schools. Therefore, developing student administration needs to be a top priority in an effort to improve the quality of education at SD Muhammadiyah Muara Bungo.

## **3. Result and Discussion**

Many teaching staff struggle with efficiency in their instructional practices, leading to delays and challenges in student admissions. This inefficiency can create a perception that the school is lagging and unsuitable for effective learning. When teachers are unable to facilitate engaging and active learning experiences, it can hinder students' comfort and participation in the classroom environment.

Additionally, the availability of resources and facilities is crucial for teachers to enhance their teaching methods and provide more effective learning experiences.

At SD Muhammadiyah, the principal plays a pivotal role in managing student admissions, particularly due to a shortage of human resources in the administration. As a result, the principal often finds it necessary to take on these responsibilities personally. This situation underscores the importance of having adequate support and resources to ensure a smooth and efficient student administration process, ultimately benefiting the entire school community.

### 3.1. *The role of teachers and administrative staff in managing data and activities related to students.*

Student administration can be interpreted as a source of initial knowledge to understand the development and formation of learning activities to be carried out in the classroom, which is part of the school environment (Thapa, 2020). The term administration, both in English and Latin, refers to management and direction. Based on this explanation, it can be understood that administration is an activity that involves service, assistance, organization, and direction of a group of people or things to achieve certain goals. There are many fields where administrative tasks can be carried out, including in the field of education, which includes schools (Aliyyah et al., 2019). Based on the results of interviews with teachers at SD Muhammadiyah:

*“Regarding student enrollment, student development, and graduation, it can be concluded that in student administration activities at school, the principal is assisted by class teachers, both those with civil servant and honorary status. Student administration activities can run well thanks to the principle of cooperation applied, where the burden and responsibility of tasks are shared among the staff. The principal as the leader provides guidance, supervision, and evaluation of the implementation of student administration at SD Muhammadiyah.”*

Student administration activities at SD Muhammadiyah have not been running optimally due to the absence of school administration personnel. Without adequate administrative personnel, the effectiveness of data management and administration in schools is less than optimal. Although student administration was initially done with written books and then switched to computers through rental centres, student data management still often relies on rental services. Every year, schools apply for at least one administrative worker, but until now, there has been no realization from the relevant agencies or the local government. Therefore, the presence of school administration personnel is very important to improve the effectiveness of administrative activities at SD Muhammadiyah.

Student administration is an important part of school administration that includes various student-related activities, from enrollment to graduation. Student administration activities are designed to organize and facilitate the teaching and learning process so as to improve the effectiveness and efficiency of education in schools. Student administration includes various activities, such as registration of new learners, guidance during the learning period, and preparation for graduation. According to Oduwaye, student administration includes tasks and efforts related to the admission of new students and their guidance until they graduate from the institution (Oduwaye et al., 2023). In addition, every year or every change of semester, some changes need to be managed regarding students, so educational goals must be clearly set in order to be achieved. Therefore, cooperation in the field of student administration is essential to ensure that all

student-related activities run smoothly. However, the student administration department is not responsible for all aspects related to student affairs.

Educational administration is an important discipline that plays a role in managing all aspects of academic institutions to support an effective learning process. School management must run well, maximize student potential, and make the teaching and learning process more enjoyable and efficient. Educational administration involves a variety of activities, ranging from new student admissions, recording student data and achievements, guidance and counselling, to classroom management. For example, the process of admitting new students must be carefully designed, including determining quotas, carrying out selection through interviews and written tests, and recording complete student data in the main book and supplementary book (Rahmawati & Yulianti 2021). In addition, guidance and counselling help students overcome obstacles during learning while recording learning achievements and student transfers support monitoring student progress and transfers. Classroom management ensures a conducive learning atmosphere through good teacher-student interaction and discipline enforcement. Therefore, educational administration, especially student administration, is a crucial element in creating an organized and optimal learning environment to achieve the expected educational goals.

Student administration specifically aims to organize and manage student activities so that the teaching and learning process runs in an orderly and effective manner. Systematic management of student activities helps create an environment conducive to optimal student growth and development. According to Anam, student administration includes the process of planning, recording, and coaching, which consists of a complete inventory of student data, recording attendance, and personal services such as counselling and fostering talent and character (Anam et al., 2023). According to Hasan, student administration is divided into three important parts: student inventory as the basis for infrastructure and human resource planning, student records for behaviour monitoring, and personal services for individual student development (Hasan et al., 2023). Based on systematic management and appropriate coaching programs, student administration can support students to become competent and responsible individuals and facilitate educators in supervising and managing the learning process.

The implementation of student administration is crucial to the success of the teaching and learning process in schools. Without good student administration, various learning and student management problems will arise and hinder the achievement of educational goals. Student administration helps control the admission of new students, monitor learning progress and achievement, and record students for further education planning (Anam et al., 2023; Muksith & Rukmana, 2022). In addition, student administration allows educators to map the distribution and origin of students and monitor the continuity of student rights and obligations in the school community (Perni, 2019). Therefore, student administration is the main foundation so that the teaching and learning process can run orderly, efficiently, and organized so that educational goals can be achieved optimally.

### *3.1.1 Functions of Administrative Personnel*

Administration in educational units plays an important role in managing staff and resources to achieve common goals. According to Irfan, administrative functions include planning, organizing, directing, supervising, drafting, coordinating, reporting and budgeting (Irfan et al., 2021). The planning function involves making strategic decisions that affect all members so that organizational goals are well achieved, for example, designing the curriculum with teachers and staff. Organizing is tasked with grouping individuals according to expertise, assigning responsibilities, and providing supportive facilities, such as forming extracurricular teaching teams. Directing coordinates individual actions through clear directions, such as training for teachers to improve teaching skills. Monitoring ensures the organization goes according to plan by recording and correcting deviations, such as evaluating declining student exam results. The organization focuses on managing human resources to optimize activities, such as developing lesson schedules that combine the availability of teachers and facilities.

In addition, coordination ensures that all activities in the organization run harmoniously by minimizing conflicts and misunderstandings, for example, in curriculum development projects involving teachers, staff, and parents. Reporting provides leaders with progress information for decision-making, such as monthly student achievement reports. The budgeting function regulates the allocation of funds to support programs, such as planning the cost of extracurricular activities. All of these administrative functions support each other so that the education unit can run efficiently and effectively, creating a conducive learning environment and achieving optimal educational goals.

### 3.1.2 *Managing Data About Students*

It can be concluded that student administration is the activity of recording students or students among all student administration activities; from the time the student enrolls in the school until the student or students graduate from school, the record of student administration is kept. The following activities are contained in student administration in SD Muhammadiyah that are innovative in student administration activities: 1) Admission of new pupils; the principal at SD Muhammadiyah chose a team to be used as a recipient in the implementation of new student admissions (*PPDB: Penerimaan Peserta Didik Baru*) in order to facilitate data adjustment when it has been implemented. After welcoming new students, physical, mental, and emotional orientation and grouping will be carried out. This is done to ensure that students are ready to participate in class. 2). Student Registration: After new students go through the admission selection process and are considered passed, the teacher or internal committee will start the recording process. In addition, teachers must perform record-keeping duties to document when new students enrol in a school or other educational facility.

Record-keeping activities in schools include several types of books that serve to document important information about students. The master book contains complete data on all enrolled students, including serial numbers, parents' data, and identifying information obtained from enrollment forms, as well as records of students' achievements from year to year. The clapper book contains important

information about students and can be used to fill in other notebooks, although it is not as comprehensive as the master book. Class attendance books are used to record student attendance, with attendance percentages calculated at the end of each month. Requests for counselling advice from students are recorded in the guidance and counselling book, which serves as a record to assist students in self-development and self-awareness. In addition, teachers record students' exam results in the Student Learning Achievement Book, which also includes other information and assessments that the teacher has determined. The report book contains records of student learning outcomes during the learning process, while the mutation book is used to document the activities of students who change schools. All these records must be neat, clear, and organized to support effective student data management (Arsi et al., 2009; Asih & Hasanah, 2021).

The direct involvement of teachers in student administration occurs at the time they teach, not as much as their indirect involvement in student administration outside of teaching hours. Some of the roles that teachers play in student administration include the following: 1) The principal selects teachers to serve on the committee that decides on the admission of new students. They will carry out tasks, including recording student admissions and reporting to the principal on the implementation of the task (Anam et al., 2023). 2) Teachers play an important role in helping new students adjust to their new school environment during the orientation period, as they are expected to speed it up quickly. 3) Teachers' obligations to control student attendance in class are one of their responsibilities. Teachers are required to record student attendance for evaluation and student progress. 4) Teachers must inspire students to strive for the highest possible standards and be able to foster an environment that encourages them.

The purpose of student administration is to help students achieve their academic goals. Student administration also supports students in managing all aspects of school administration, which is crucial for the smooth running of the teaching and learning process. Student administration activities, which are handled by teachers or other school staff, aim to assist the principal in carrying out administrative tasks. This includes recording student data from admission to graduation, which serves to monitor student progress and ensure that all student-related information is well managed. According to Ushansiah (2017), effective administrative tasks can affect the quality and frequency of the learning process, as well as help schools achieve their set educational goals. Thus, student administration plays an important role in supporting students and schools in attaining academic and overall educational goals.

The number of students and the school will depend on the student's administrative activities in the school. In becoming a teacher, you can process or learn more broadly related to the quality of the school. To find out the origin of students, whether they come from the student's school or students or the area of origin of the school, student administration activities are carried out. Teachers or school staff should be able to map the distribution of current students or graduates after they graduate from school.



In order for the learning that can be done in a classroom to be carried out comfortably and peacefully, the school environment may be affected by the presence of student administration. This is due to the existence of laws and regulations made by teachers or student administration staff and announced or written with the intention of being followed by students or students at school (Falla et al., 2020).

In order to improve students' knowledge, skills, and attitudes towards the real world, student administration is very important. Through various educational activities, children's interests and talents can be developed. In addition, it is also to meet the needs of students during the learning process and channel ambitions and goals. This is so that by completing these various tasks, students will be able to live happily and prosperously, support their education and help realize their dreams. Encouraging students to realize their maximum potential in terms of intellectual, social, and personal growth is the goal of education (Satrio et al., 2021).

#### 4. Conclusion

In the student administration system at SD Muhammadiyah, the most important role is to manage every number of students from the beginning of entry to graduation; in that case, the student administration staff are also active in the implementation of learning activities that can make students more comfortable in the learning process in class when it takes place. Teachers can also provide efficient learning so that it can make students more enthusiastic in carrying out ongoing education in the classroom. The purpose of student administration plays a very active role in the implementation of learning activities. From the first stage of the child entering the school environment, the staff in the student administration plays a very active role until later the student graduates because all data about students has been taken care of by the school administration staff. The student administration staff also made a design prepared by the principal and other teachers in order to be able to fill in the students' absences to be used as student attendance scores collected at the end of the semester.

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