# Reviewing Student Administration, From Concept to Challenges in Schools

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**ABSTRACT**

Student administration plays an important role in managing student data and activities to ensure an orderly, effective and efficient learning process. Effective management plays a crucial role in enhancing the quality of education and boosting student performance. This research seeks to explore comprehensively the concepts and challenges related to student administration in the context of improving the overall quality and effectiveness of educational institutions. The method employed in this study is library research, which involves gathering data from written sources including books, scholarly journals, articles, and relevant research publications. The results showed that student administration includes data management, coaching, and developing student potential in an integrated manner with the role of teachers and curriculum. Teachers play a crucial role in data collection, coaching, and student evaluation. However, challenges are still found, such as limited human resources, weak coordination, and low technological literacy. The main contribution of this research is to present a conceptual analysis of the practical challenges of student administration that have received less attention in normative studies. The findings are expected to be a reflective reference for practitioners and education policy makers in building an adaptive administration system that supports the optimal development of students.

Keywords: Student Administration, Scope, Purpose and Function, Challenges.

*ABSTRAK*

*Administrasi kesiswaan memegang peranan penting dalam pengelolaan data dan aktivitas peserta didik guna memastikan proses pembelajaran berjalan tertib, efektif, dan efisien. Pengelolaan yang baik akan mendukung peningkatan kualitas pendidikan serta prestasi siswa. Penelitian ini bertujuan untuk mengkaji secara mendalam konsep dan tantangan administrasi kesiswaan dalam rangka meningkatkan mutu dan keberhasilan lembaga pendidikan. Metode yang digunakan adalah Library Research, yaitu pengumpulan data dari sumber tertulis seperti buku, jurnal ilmiah, artikel, dan laporan penelitian yang relevan. Hasil penelitian menunjukkan bahwa administrasi kesiswaan meliputi pengelolaan data, pembinaan, dan pengembangan potensi siswa secara terintegrasi dengan peran guru dan kurikulum. Guru berperan krusial dalam pendataan, pembinaan, dan evaluasi siswa. Namun, tantangan masih ditemukan, seperti keterbatasan sumber daya manusia, lemahnya koordinasi, dan rendahnya literasi teknologi. Kontribusi utama penelitian ini adalah menghadirkan analisis konseptual terhadap tantangan praktis administrasi kesiswaan yang selama ini kurang mendapat perhatian dalam kajian normatif. Temuan ini diharapkan menjadi rujukan reflektif bagi praktisi dan pemangku kebijakan pendidikan dalam membangun sistem administrasi yang adaptif dan mendukung perkembangan peserta didik secara optimal.*

*Kata Kunci: Administrasi Kesiswaan, Ruang lingkup, Tujuan dan Fungsi, Tantangan.*

## INTRODUCTION

Student administration is a crucial element in education management aimed at ensuring every student receives maximum educational services. This administrative activity encompasses a series of processes, such as admission, data collection, monitoring, and reporting of student information throughout their learning process at the educational institution. Well-organized administrative management will support the creation of a neat, structured, and efficient educational system.[1]

Student administration holds a very important role in supporting the management of various activities within the educational environment. In the process of conveying knowledge and skills, which is the core of education, students have a dual role: as recipients and as active participants in the learning activities. Therefore, the presence of students in schools is not just to fulfill a formal responsibility, but also becomes the main benchmark in assessing the quality of an educational institution.[2]

According to the research findings of Arif and Usnur, student administration covers a series of planning, implementation, and supervision activities for all activities related to students or the students themselves, in order to support an effective and orderly learning process.[3] The main focus of student administration is to regulate and coordinate all student activities to ensure that the educational process in schools runs in an orderly, effective, and systematically organized manner. In its implementation, student administration includes various activities handled by the administrator, such as managing new student admissions, Guidance and Counseling services (formerly called Guidance and Extension), student data collection, class arrangement, and managing the Intra-School Student Organization (OSIS).

Furthermore, research by Nuralia and Rizqa affirms that optimally functioning student administration is reflected through accuracy, speed of service, the ability to respond to needs, and the level of satisfaction felt by the service recipients.[4] These characteristics must be possessed by every school so that students feel well-served and motivated to participate in the learning process optimally. Professional and systematic student management will be reflected in the progress of the school, particularly through the positive development of the students, which ultimately drives the improvement of the overall quality and achievements of the educational institution.

Students are the center of the educational process because they are the ones who receive the learning materials that have been prepared by the teacher. Each student has their own unique characteristics and differences, indicating that they are unique individuals. Their potential cannot be generalized. Therefore, educators need to understand and appreciate the

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[1] Umi Kalsum and Wasiyem, *Manajemen Peserta Didik (Membangun Sistem Manajemen Peserta Didik Yang Profesional Di Sekolah)* (CV Pusdikra Mitra Jaya, 2025), h. 123.

[2] Aliza Aliza et al., "Peran Administrasi Kesiswaan Dalam Pengenalan Lingkungan Sekolah Di SD IT Future Islamic School," *JMPAI: Jurnal Manajeen Dan Pendidikan Agama Islam* 2, no. 1 (2024): h. 140, https://doi.org/10.61132/jmpai.v2i1.92.

[3] Muhammad Arif and Uswatun Hasanah Usnur, "Pengaruh Layanan Administrasi Kesiswaan Di Sekolah Dan Peran Guru Di Dalamnya Terhadap Kepuasan Peserta Didik," *AT-Tarbiyah:Jurnal Penelitian Dan Pendidikan Agama Islam*, 2023, h. 50.

[4] Nuralia and Miftahir Rizqa, "Peran Administrasi Kesiswaan Untuk Kemajuan Pendidikan Di Sekolah," *Inspirasi Dunia: Jurnal Riset Pendidikan Dan Bahasa* 3, no. 3 (2024): h. 126, https://doi.org/10.58192/insdun.v3i3.2252.

existing diversity. The uniqueness of students is an important matter that needs to be taken seriously in the world of education, because proper management of students greatly determines the success of the teaching and learning process.[5]

Based on the description above, it can be concluded that student administration plays an important role in creating a structured, disciplined, and optimally functioning learning process. A number of studies have attempted to examine various aspects of student administration. For example, Arif and Usnur (2024) discuss the influence of student administrative services and the role of teachers on student satisfaction.[6] Another study by Sulistiani et al. (2025) examines the main duties of administrative staff in the student affairs section of a secondary school, including the use of technology in data management.[7] Furthermore, Dwidianti et al. (2024) explore the performance of educational staff in the student administration section, as well as the supporting and inhibiting factors.[8] In the context of service effectiveness, Andriesgo et al. (2023) analyze the effectiveness of student administration in improving the quality of school-based management from the perspective of the Qur'an.[9] In addition, Khairunnisa and Untung (2024) examine the student management system at MTs Nu Buaran to see how the system impacts student discipline.[10] There is also research by Yansyah et al. (2024) which examines the performance of the administration office in providing student administrative services at MTs Al-Kahfi Palembang.[11]

Although many studies have been conducted, a limitation is visible: some studies only focus on one dimension (e.g., student satisfaction, staff performance, or administration office performance), but there has been no comprehensive study that combines the basic concept of student administration, administrative implementation in the field, the influence of technology, and the real challenges in various school conditions. Some studies also tend to look at the "ideal" of student management without exploring structural barriers such as the lack of administrative human resources, infrastructure limitations, or resistance to information systems. Due to this gap in understanding, this research is greatly needed to provide a holistic picture of student administration—ranging from the theoretical-conceptual

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[5] Faridatul Umi et al., "Analisis Kebijakan Dan Pengelolaan Terkait Peserta Dididk Di Sekolah Dasar," *Edukatif Jurnal Ilmu Pendidikan* 2, no. 2 (2020): h. 129.

[6] Muhammad Arif and Uswatun Hasanah Usnur, "Pengaruh Layanan Administrasi Kesiswaan Di Sekolah Dan Peran Guru Di Dalamnya Terhadap Kepuasan Perserta Didik," *At-Tarbiyah: Jurnal Penelitian dan Pendidikan Agama Islam* 1, no. 2 (2024): 44–51.

[7] Eliska Sulistiani A et al., *Analisis Tugas Pokok Tenaga Administrasi Sekolah Dalam Bidang Kesiswaan | A | EDUSTUDENT: Jurnal Ilmiah Pendidikan Dan Pembelajaran*, October 13, 2025, https://doi.org/10.26858/edustudent.v3i2.59700.

[8] Nurfika Dwidianti et al., *Analisis Kinerja Tenaga Kependidikan Pada Bidang Administrasi Kesiswaan | Dwidianti | EDUSTUDENT: Jurnal Ilmiah Pendidikan Dan Pembelajaran*, February 17, 2024, https://doi.org/10.26858/edustudent.v3i2.54225.

[9] Johan Andriesgo et al., "Efektivitas Layanan Administrasi Kesiswaan Dalam Meningkatkan Mutu Manajemen Berbasis Sekolah: Perspektif Al-Qur'an," *An-Nahdlah: Jurnal Pendidikan Islam* 5, no. 1 (2025): 191–209, https://doi.org/10.51806/an-nahdlah.v5i1.776.

[10] Khairunnisa Khairunnisa and Slamet Untung, "Sistem Manajemen Kesiswaan Dalam Meningkatkan Kedisiplinan Siswa Di MTs Ma'arif Nu Buaran," *Jurnal Pendidikan Tambusai* 8, no. 3 (2024): 50755–60.

[11] Ebri Yansyah et al., "Kinerja Tata Usaha Dalam Memberikan Pelayanan Administrasi Kesiswaan Di MTs Al-Kahfi Palembang," *Innovative: Journal Of Social Science Research* 4, no. 3 (2024): 12197–212, https://doi.org/10.31004/innovative.v4i3.12048.

level, how it is implemented in schools, to the various real obstacles faced. With a comprehensive analysis, it is hoped that this research can serve as a basis for reflection for school policymakers, administrative staff, and education stakeholders in designing a more effective, efficient, and responsive administrative system for student needs.

## METHOD

This research uses the library research method, which is an approach carried out by collecting data and information from various written references, such as books, academic journals, scientific articles, research reports, and other documents related to the theme being discussed. Library research is a very important stage in the research process, because after the researcher determines the focus of the study, the next step is to examine and review various relevant theories to support the conceptual foundation of the research. In this process, the researcher attempts to gather as many supporting references as possible from various related literary sources. These references can come from books, scientific journals, magazines, previous research results such as undergraduate theses, master's theses, and dissertations, as well as other relevant sources such as online media, newspapers, and so on.[12] The data sought includes the basic concept of student administration, its goals and functions, scope, findings from previous research, and current issues and challenges related to student administration in the educational environment.

The data collection process is carried out through systematic literature searching using specific keywords across various scientific databases, such as Google Scholar, Garuda, and Google Books. The data analysis technique used in this research is content analysis, which is a research method carried out through systematic stages to identify, review, and extract the core meaning of an idea or information, which is then formulated into a conclusion.[13] The analysis flow starts from data inventory, grouping information based on the study topic, analyzing the connections between literature, up to drawing conclusions relevant to the research focus. This technique is highly suitable for library research aimed at reviewing concepts and challenges related to student administration.

## RESULTS AND DISCUSSION
### Basic Concept of Student Administration

Students or learners can be likened to the "basic material" in the process of change called education. Formally, students can be understood as individuals undergoing a process of growth and development, covering both physical and psychological aspects. Growth relates to the physical condition, while development concerns the psychological aspect, and both require guidance and mentorship from educators so that the process occurs optimally.[14]

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[12] Zainal Efendi Hasibuan et al., *Metodologi Penelitian Pendidikan: Kualitatif, Kuantitatif, Kepustakaan, Dan PTK* (AE Publishing, 2024), h. 13.

[13] Aris Dwi Cahyono, "(Library Research) Peranan Pengembangan Manajemen Kinerja Tenaga Administrasi Kesehatan Terhadap Peningkatan Mutu Pelayanan Kesehatan Di Puskesmas," *Jurnal Ilmiah Pemanang-JIP* 3, no. 2 (2021): h. 32.

[14] Hasbiyallah and Mahlil Nurul Ihsan, *Administrasi Pendidikan Perspektif Ilmu Pendidikan Islam* (Proses, 2019), h. 66.

Student administration is closely related to various other administrative fields. If administration is defined as "arrangement" and "utilization," then this encompasses the management and utilization of students, which is inseparable from the role of teachers, the curriculum, and school facilities and infrastructure. Thus, the goal of this administration is for students to maximize the use of all opportunities and facilities available at school to support the learning process.[15]

Student administration is a series of methods or approaches in the implementation of educational activities that focus on student management within the school environment, with the aim of regulating the course of the teaching and learning process to be in line with the prevailing curriculum. Therefore, it is very important for every educational institution to provide quality student administrative services as an integral part of efforts to achieve curricular goals, the institution's vision and mission, and to support the realization of national education objectives.[16] Student administration also covers the entire process of management and services related to students, starting from the planning stage of new student admissions, the development process during the study period, to the final stage of education, with the main goal of creating an efficient and effective learning process.[17]

The implementation of student administrative activities is usually carefully and deliberately designed, because every year or semester there are changes related to students that must be anticipated so that the established educational goals can be achieved as expected. According to A. Gaffer MS, as quoted by Hasana, student administration is divided into three main areas.[18] First, Pupil Inventory, which is a representation of comprehensive data regarding students in all educational units that serves to determine the condition and trend of the number of students to be accepted. This information becomes the basis for planning infrastructure needs, placement of educational personnel, and compilation of the school budget. Therefore, pupil inventory has a strategic role as a reference in planning short-term and long-term programs, and its data must be managed and stored by the education administration or school management.

Second, Pupil Accounting, is a data collection activity related to student behavior in the school environment, especially concerning their attendance or absence in class.[19] The teacher's task in this regard includes recording student lateness when entering the school or classroom, as well as recording their absences. If a student is absent, the teacher will generally find out the reason for the absence and try to provide assistance to solve the problems faced by the student. The third, Pupil Personnel Service, is the school's service and effort in developing student achievement. The form of this service can be Guidance and Counseling, which provides outreach and guidance so that students realize their potential and talents. The abilities possessed by the students are expected to be applied in daily life activities, so that

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[15] Edeng Suryana, *Administrasi Pendidikan Dalam Pembelajaran* (Deepublish Publisher, 2019), h. 17.

[16] Mukhtar Hadi, *Administrasi Dan Manajemen Pendidikan* (Cv. Laduny Alifatama, 2023), h. 71.

[17] Mawar Anisah Putri et al., "Pemenuhan Administrasi Kesiswaan Dalam Pendidikan Nasional," *Aptana: Jurnal Ilmu & Humaniora* 01, no. 01 (2025): h. 3-4.

[18] Wa Hasana, "Administrasi Kesiswaan Di Sekolah Dan Peran Guru Di Dalamnya," *DIAN WIDYA: Jurnal Ilmiah Penelitian Dan Kependodokan* 6, no. 2 (2022): h. 100-101.

[19] Suci Rahmawati et al., "Kompetensi Tenaga Tata Usaha Dalam Meningkatkan Kualitas Administrasi Pendidikan," *Jurnal Pendidikan Dan Pengajaran (JPP)* 2, no. 22 (2021): h. 99.

these skills continue to develop and contribute positively, not only to themselves, but also to the surrounding social environment. In the formal realm, students are viewed as individuals who are undergoing a comprehensive development process, both physically and mentally or psychologically. In addition, students are also expected to be able to solve various problems they face independently.

**Objectives and Functions of Student Administration**

1. **Objectives of Student Administration**

Student administration plays a role in regulating all forms of activities related to students to ensure that the learning process in schools runs orderly, smoothly, and in accordance with the direction set in the educational goals. Essentially, the primary objective of student administration is to organize and nurture everything related to students to create an orderly, effective, and conducive learning atmosphere within the school environment. Through effective governance, learning activities can proceed systematically and efficiently, which ultimately promotes the achievement of educational targets and the overall vision and mission of the educational institution.

The specific objectives of student administration include: improving students' knowledge, skills, and psychomotor aspects; channeling and developing students' general knowledge (intelligence), talents, and interests; conveying aspirations, accommodating expectations, and providing various necessities required by students. If these various needs can be optimally fulfilled, students are expected to feel comfort and happiness in life, thus becoming more motivated to study maximally and achieve the life goals they dream of.[20]

In general, student administration aims to regulate various activities involving students so that they can positively impact the educational and developmental process within the school environment. With good management, both institutional targets and national educational goals can be optimally realized. The main focus of student administration is to coordinate the involvement of students in educational activities so that they can contribute actively, ensuring that the teaching and learning process runs regularly, systematically, and educational goals can be achieved comprehensively and meaningfully.

In other words, the core of student administration in the educational domain lies in the systematic and planned management of all student-related activities, in order to support the realization of an optimal, efficient learning process that is oriented towards achieving educational goals comprehensively. The specific goals of this administration include providing support to students in developing their attitudes, knowledge, competencies, and skills in various aspects of life. In addition, this administration also plays a role in helping students channel their interests and talents according to their potential and needs, forming positive and realistic attitudes toward the future, directing the productive use of leisure time, and encouraging the realization of well-being and happiness through the achievement of optimal educational outcomes.[21]

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[20] Heru Setiawan, "Administrasi Peserta Didik," *AT-TA'LIM Jurnal Kajian Pendidikan Agama Islam* 3, no. II (2021): h. 43.

[21] Maya Amarta et al., "Administrasi Peserta Didik Pendidikan," *Pengertian: Jurnal Pendidikan Indonesia (PJPI)* 1,

## 2. Functions of Student Administration

In general, student administration serves as a supporting tool in helping students develop themselves optimally, covering aspects of personality, social interaction skills, aspiration achievement, fulfillment of personal needs, and the development of the unique potential possessed by each individual. In practice, student administration has several complementary specific functions.

First, there is the function of developing student individuality, which is intended to support students in actualizing their individual potential optimally without facing significant constraints.[22] This potential includes various aspects, ranging from general abilities like intelligence, specific abilities like talent, to various other skills possessed by each student.

Second, is the function of developing the student's social aspect, which relates to the student's position as part of the social community.[23] Through this function, students are expected to establish harmonious relationships and communication with their peers, family members, the school environment, and the surrounding community.

Third, there is the function of channeling student aspirations and expectations, which provides space for students to express their interests, hobbies, and passions, which ultimately contributes to supporting the overall process of self-development.[24]

Fourth, is the function of fulfilling student needs and welfare, which is aimed at realizing a condition of well-being in the lives of students. When students feel prosperous, they will naturally be more sensitive and caring towards the welfare of those around them, including their fellow students.

The function of student administration is as a means for optimal self-development for students, covering personal, social, aspirational, needs, and other potentials they possess. Referring to the opinion of Nasihin and Sururi, as quoted by Rifa'i, student administration aims to arrange various activities involving students to support the learning process in formal educational environments like schools.[25] In addition, the main function of this administration is to ensure the continuity of an orderly, structured, and efficient teaching and learning process, thereby contributing tangibly to the achievement of institutional targets and overall educational goals.

## Scope of Student Administration

### 1. Student Data and Administration Management

Data management and student administration play a crucial role as an integral part of the student administration system.[26] This activity includes data collection, storage, maintenance, and updating of information related to each student from the moment they

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no. 1 (2023): h. 179, https://doi.org/10.00000/pjpi.v1n12023.

[22] Firdaus and Hermawan, "Manajemen Kesiswaan Di Madrasah Ibtidaiyah Muhammadiyah Karanglewas Purwakarta," *Risalah Islam Berkemajuan Dalam Dakwah Dan Pendidikan*, 2023, h. 146.

[23] Mutia Putri et al., "Manajemen Kesiswaan Terhadap Hasil Belajar," *JRTI (Jurnal Riset Tindakan Indonesia)* 6, no. 2 (2021): h. 120.

[24] Hamidah, "Manajemen Peserta Didik," *Jurnal Serunai Administrasi Pendidikan* 6, no. 2 (2018): h. 8.

[25] Muhammad Rifa'i et al., *Administrasi Pendidikan Dalam Perspektif Islam Dan Sains* (UMSU Press, 2023), h. 52.

[26] Riza Nur Khikmiah and Nur Fitriatin, "Prinsip EtikaTanggung Jawab Dalam Administrasi Kesiswaan Di Lembaga Pendidikan Islam," *JurnalPendidikan Dan Pembelajaran Indonesia (JPPI)* 5, no. 1 (2025): h. 279, https://doi.org/10.53299/jppi.v5i1.909.

are first accepted until they complete their education at the institution. Its main goal is to ensure the availability of accurate, comprehensive, and easily accessible data to support managerial functions and effective decision-making.

Several key components in student data and administration management cover various important aspects that support the smooth operation of the school. The first component is student personal data, which contains core information such as full name, place and date of birth, gender, home address, parents' or guardian's identity, and initial academic history. This data is used to support various school administrative needs, the national exam registration process, and the preparation of reports to relevant educational authorities.

Furthermore, attendance and absence data are recorded routinely every day, either through manual recording or digital systems. This information plays an important role in assessing students' disciplinary levels, identifying absence trends, and helping to detect potential problems such as unexcused absences or constraints from the family environment.

In addition, academic and non-academic achievement data contains data on learning outcomes such as report card grades, exam scores, and achievements in extracurricular activities, arts, and sports. This data is used as a benchmark for student progress and as a basis for evaluating the effectiveness of the learning process. The next component is special student records, which contain supplementary data such as disciplinary violation notes, counseling history, and information about special health conditions. This information is kept confidential and is utilized as a basis for the development process or providing special attention to students who require further support.[27]

Along with technological developments, schools are also starting to implement archiving and digitalization systems, especially through the use of digital-based Student Management Information Systems (Student MIS). The use of this system allows for faster data access, minimizes the risk of losing physical documents, and simplifies the report preparation process. Good student data and administration management will increase the efficiency of educational services, strengthen institutional accountability, and serve as a basis for targeted guidance, evaluation, and planning.

**2. Student Development and Guidance**

Student development and guidance is an important component in student administration that supports the overall growth of students. This aspect includes character strengthening, individual potential development, and improving welfare during the education process at school. These activities are not solely oriented towards academic achievement but also cover emotional, social, and moral dimensions, so that students can grow as balanced, responsible individuals, ready to adapt to various life dynamics.[28]

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[27] Deci Irmayani and Musthafa Haris Munandar, "Sistem Informasi Pengelolaan Data Siswa Pada Sma Negeri 02 Bilah Hulu Berbasis Web," *Informatika* 8, no. 2 (2020): h. 65-71.

[28] Intan Oktaviani Agustina et al., "Peran Kegiatan Ekstrakurikuler Dalam Pembinaan Dan Pengembangan Siswa Sekolah Dasar," *Jurnal Bintang Pendidikan Indonesia* 1, no. 4 (2023): h. 86-96; Tiara Andini et al., "Implementation of Character Education Through P5P2RA Based on Local Wisdom," *Nidhomiyyah: Jurnal Manajemen Pendidikan Islam* 6, no. 2 (2025): 153–67, https://doi.org/10.38073/nidhomiyyah.v6i2.2579.

In the context of character building, the school acts as a place to instill positive ethical values, such as integrity, discipline, sense of responsibility, mutual respect, and a spirit of collaboration. The inculcation of these values is carried out through daily activities in the classroom, the examples provided by teachers, and various special programs such as flag ceremonies, religious activities, and leadership training. A strong personality is an important foundation in creating a generation that is not only intellectually smart but also makes integrity values a core principle in their lives.[29]

This student administration plays a crucial role in helping students develop knowledge, skills, attitudes, and abilities useful for their future lives. One of its main roles is to facilitate the channeling and development of students' interests and talents through various activities available in the school environment.[30] This effort is realized through diverse extracurricular activities, including the fields of art, sports, journalism, scouting, and membership in student organizations such as OSIS. Through these platforms, students have the opportunity to express their self-potential, learn to collaborate in a team, and gain experience outside the formal learning context. In this way, students can recognize their strengths and be guided to develop them optimally.

In addition, instilling a disciplinary attitude is also a crucial element that receives serious attention, given that discipline is the main foundation in building an orderly and conducive learning environment. The school sets rules and regulations that must be obeyed by all students. The guidance process is carried out through an educational and constructive approach, not merely punitive, with the aim that students realize the importance of discipline as a form of awareness of personal obligations and their surrounding environment.

Student welfare is also an important concern, covering physical, mental, and social aspects. The school organizes guidance and counseling services as an effort to support students in dealing with personal and academic problems, and to create a safe school atmosphere that supports the learning process.[31] With attention to student welfare, it is hoped that they can study peacefully and feel valued as individuals.

Overall, student development and guidance is an ongoing process that requires the involvement of all parties in the school. With a structured and comprehensive approach, the school is able to shape students who are not only high-achieving but also have a strong personality and are ready to contribute actively to social life.

3. **Service and Relationship with Stakeholders**

Service and relationship with stakeholders are crucial elements in the domain of student administration. This emphasizes the importance of effective communication, synergistic coordination, and close collaboration between the school and various stakeholders, both internal and external to the institution, to support the success of the educational process and comprehensive student development.

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[29] Sedya Santosa and Seka Andrean, "Pengembangan Dan Pembinaan Karakter Siswa Dengan Mengoptimalkan Peran Guru Sebagai Contextual Idol Di Sekolah Dasar," *Jurnal Basicedu* 5, no. 2 (2021): h. 952-957.

[30] Mursal Aziz et al., "Peran Administrasi Kesiswaan Dalam Mengembangkan Minat Bakat Peserta Didik Di SD Al-Ittihadiyah," *Jurnal Pendidikan Tambusai* 8, no. 2 (2024): h, 29739.

[31] Ilham Mayudho, "Implementasi Manajemen Peserta Didik Dalam Meningkatkan Kualitas Layanan Pendidikan Di Sekolah," *Jurnal Administrasi Pendidikan* 19, no. 2 (2022): h. 177.

Internal stakeholders include students, parents, teachers, and educational staff who are directly involved in the comprehensive education and guidance process of students. Thus, the school must provide responsive and transparent services to students, such as providing academic information, counseling guidance, educational assistance, and clear explanations regarding their rights and obligations. The relationship between teachers and students also needs to be built on a basis of mutual respect and professional attitude so that educational activities can proceed harmoniously and effectively.[32]

Student parents have a crucial role as the main partners for the school. Through regular communication, whether through parent meetings, student progress reports, or consultation forums, the school can build close cooperation with families to monitor and guide the child's development continuously. Parental participation and support in various school activities, both academic and non-academic, will play an important role in creating a positive learning environment that supports student growth.[33]

Meanwhile, external stakeholders include the education department, social institutions, community leaders, and the business world which have the potential to support student activities. Schools need to establish active relationships with these parties to gain regulatory support, resources, and collaboration opportunities in implementing student development programs, such as training activities, field work practices, and community social activities.

By building harmonious and professional relationships with all stakeholders, the school is able to create a supportive and conducive atmosphere for student development. The synergistic cooperation established will result in student programs that are more optimal, relevant, and beneficial in shaping a resilient generation ready to face future challenges. Quality educational services and solid relationships with stakeholders are important foundations in realizing a humane, inclusive, and sustainable education system.

**The Role of Teachers in Student Administration**

As an integral part of the education management system, students have a very important role in the school environment. Student administration is carried out to ensure that the process of character and competence formation of students aligns with educational goals, running with efficiency, effectiveness, and regularity. These administrative activities cover the regulation of all aspects related to students throughout their schooling. For students to be able to carry out their various responsibilities in a balanced manner, teachers must show strong readiness and commitment to undergo the learning process seriously, both physically and mentally. With a ready physical and spiritual condition, the education process undergone by students can proceed optimally.

One of the roles of teachers in student administration is their involvement in the new student admission process. Teachers are often involved as part of the implementing team, where some teachers are assigned to be committee members responsible for technical aspects, ranging from data collection to reporting the results of the new student selection.

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[32] Ihsan Muhadi et al., "Tata Kelola Stakeholder Dalam Meningkatkan Mutu Pendidikan Pada Madrasah Tsanawiyah.," *Jurnal Ilmiah Ekonomi Islam* 7, no. 1 (2021): h. 256-262.

[33] Arifin Suking and Cindrawati R. Huludu, "Partisipasi Stakeholder Dalam Mendukung Implementasi Sekolah Penggerak," *Equity In Education Journal* 5, no. 2 (2023): h. 115-120.

Furthermore, during the student orientation period, teachers have the responsibility to help students in the process of adapting to the new school environment. The teacher's role at this stage is very crucial, as mishandling at the beginning of the school period can have negative psychological impacts on students later on.[34] Meanwhile, in daily learning activities, teachers also play an important role in managing student attendance in class. They are expected to record student attendance regularly and accurately, which can later be used as one of the bases for determining the student's eligibility for promotion.

Teachers are also responsible for building a learning environment that motivates students to continuously achieve. One way is to create a graph of student learning achievements that they can view directly. Although it seems simple, this strategy is effective in encouraging a spirit of competition and achieving the best results.[35] On the other hand, in order to enforce school discipline, teachers are required to be role models for their students. Consistency in giving sanctions for violations will form a strong culture of discipline in the school environment, while also supporting the formation of responsible student character.[36]

According to Sutisna, as quoted by Turnip et al., the role of teachers in student administration management includes several important aspects that support the creation of a focused and quality education process.[37] Teachers have a role in carrying out data collection and selection of prospective new students. In addition, teachers also play a role in organizing the learning process in the classroom effectively. Regarding student attendance, teachers have a role in managing and monitoring student attendance regularly.[38] The next roles are implementing and applying academic and vocational competence evaluation, and the no less important role of teachers is providing career guidance and conducting tracing of student graduates as part of continued educational services.

Furthermore, teachers also have the responsibility of managing and supervising student attendance optimally so that their involvement in the learning process remains consistent. Teachers are tasked with organizing and implementing competence evaluation, both academic and vocational, based on applicable standards to assess students' abilities fairly and comprehensively. In addition, teachers also play a role in providing career guidance and tracing graduates, with the aim of monitoring their progress after graduation and supporting their future success.[39]

Administration has an important role in maintaining the continuity of the teaching and learning process in education. Research at MIN 3 Medan shows that a clear division of tasks, from the head of the school as the highest leader to the teachers as implementers in the field, creates an effective and efficient administrative system. Teachers act as learning administrators through the preparation of Lesson Plans (RPP), annual programs, syllabi, and

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[34] Sri Astuti et al., *Modul Administrasi Dan Supervisi Pendidikan* (Feniks Muda Sejahtera, 2022), h. 37.

[35] Tri Yuni Hendrowati, *Administrasi Sekolah* (Pusaka Media, 2021), h. 82.

[36] Wahyu Aris Setyawan et al., *Profesi Kependidikan* (Ahlimedia Press, 2021), h. 85.

[37] Helena Turnip et al., "Admininstrasi Peserta Didik," *Pediaqu : Jurnal Pendidikan Sosial Dan Humaniora* 1, no. 4 (2022): h. 228.

[38] M. Irfan and Putri Miftah Auliyah, "Evaluasi Administrasi Peserta Didik Di Madrasah Ibtida'iyah Al-Islah," *Taqrib: Journal Of Islamic Studies* 3, no. 1 (2025): h. 62.

[39] Fauziah Gafur et al., "Inovasi Administrasi Peserta Didik Dalam Era Society 5.0," *AT-Tarbiyah:Jurnal Penelitian Dan Pendidikan Agama Islam* 2, no. 1 (2024): h. 500.

monthly reports on student progress. The administration office handles correspondence administration, student mutations, and data management, while the school treasurer manages financial administration transparently. With a detailed and coordinated division of roles, the school is able to ensure that every academic activity runs according to plan and supports overall educational quality.[40]

The success of the teaching and learning process largely depends on the professionalism and competence of the administrative staff in managing various school supporting activities. Unfortunately, administration is still often considered a less important technical job, even though if managed unprofessionally, it can lead to chaos in the implementation of education. An example can be seen in the case at UPTD SMPN 2 Parepare, where administrative implementation has not been effective and efficient. Some obstacles found include the lack of administrative personnel, the absence of the head of the administration office, the accumulation of unorganized archives, and uneven workload among administrative staff.[41] These problems directly impact the slow pace of administrative services and the decline in the quality of educational services to students, teachers, and other stakeholders. For example, delays in data processing or difficulty in accessing important documents lead to delays in issuing report cards, permits, or reports to relevant authorities. Moreover, the accumulation of unorganized archives causes difficulties in searching for alumni data or other important documents. This condition indicates that disorganized administration not only disrupts the school's daily operations but also affects educational services as a whole. Therefore, administrative managers should be individuals who have received training or possess adequate knowledge in the field of school administration.

**Challenges in Student Administration**

Student administration encompasses everything related to students. In its implementation, it naturally faces various challenges. Students hold a central position in the educational process and need appropriate guidance and direction to be able to achieve the determined competencies. To realize this goal, effective and efficient education management is required. However, in practice, various problems often arise involving students, especially within the classroom environment, which often makes it difficult for teachers to carry out their duties. This is felt more acutely by university students who are undertaking teaching practice, where they frequently encounter complex and diverse student behavioral dynamics.

There are more than fifty forms of problems that arise in the learning environment due to student behavior. This deviant behavior pattern has a wide spectrum, ranging from minor violations such as littering and disrupting the class atmosphere, to more serious actions like theft, physical violence, unexcused absences, low compliance with learning regulations, and involvement in the use of illicit substances. Various factors contribute to the emergence of this behavior, including socioeconomic background, cultural and religious values, gender identity, living environment conditions, variations in cognitive ability, health status, and daily

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[40] Mursal Aziz et al., "Pelaksanaan Administrasi Pendidikan Di MIN 3 Medan Dalam Meningkatkan Mutu Pendidikan, , ," *JEMARI: Jurnal Edukasi Madrasah Ibtidaiyah* 6, no. 2 (2024): h. 110.

[41] Anastasia B., "Strategi Optimalisasi Administrasi Sekolah Dalam Meningkatkan Mutu Layanan Pendidikan Di UPTD SMPN 2 Parepare," *Education Management: Jurnal Manajemen Pendidikan Islam ( Edium)* 2, no. 2 (2024): h. 100-101.

life habits. In addition to these factors, the school environment also plays a significant role, such as the school's location near entertainment areas, inadequate physical facilities, classrooms that do not support learning comfort, suboptimal discipline management by educators, ineffective management systems, and the presence of illegal levies that violate regulations.[42]

Managing student administration is a vital element in the school management system that directly contributes to improving educational quality. Nevertheless, its implementation in various schools in Indonesia still faces diverse obstacles and challenges, relating to organizational structure, technical aspects, and cultural factors.

The limited availability of resources, both in the form of professional personnel and supporting facilities, is one of the main obstacles. The limited number of administrative staff impacts the overall decline in administrative performance. Although the school has attempted to add administrative personnel, the recruitment process still faces various constraints. The shortage of human resources causes the execution of administrative tasks to be less than optimal, especially when dealing with a relatively large number of students.[43] A study at SD Inpres 3 Banggai showed that there was only one administrative staff member for 256 students, which led to school documents being unorganized, hampered communication with parents, and many administrative activities running sub-optimally.[44]

This condition becomes more complex when discussing student administration that demands a personalized approach to each student. The task of providing guidance and mentorship tailored to student characteristics cannot be optimally carried out when human resources are insufficient. Although there is not much specific local research, as shown in the administration staff management at MTs Al Hidayah, six staff members must handle various fields simultaneously, including student affairs, facilities, personnel, and EMIS services, which clearly indicates an unbalanced workload and the potential to overlook individual student needs.[45]

A lack of effective coordination among various units within the school environment, such as between administrative staff, educators, and management, can lead to inefficiency in running student administration. For example, minimal communication between the curriculum section and the administrative office can cause discrepancies in student data and hinder the smooth delivery of services that should be provided.[46] A study at SD Inpres 12/79 confirmed that the division of tasks that did not match expertise and minimal coordination caused the administrative implementation to be ineffective.[47] Even in private schools in

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[42] Khikmiah and Fitriatin, "Prinsip EtikaTanggung Jawab Dalam Administrasi Kesiswaan Di Lembaga Pendidikan Islam," h. 284-285.

[43] Annafi' Nurul 'Ilmi Azizah et al., "Implementasi Pelaksanaan Administrasi Kesiswaan Dalam Meningkatkan Mutu Pendidikan Di MIN 4 Sukoharjo," *RUKASI: Jurnal Ilmiah Perkembangan Penedidikan Dan Pembelajaran* 01, no. 02 (2024): h. 92.

[44] Linda Budiarsi Musa et al., "Manajemen Administrasi Sekolah Dalam Meningkatkan Kualitas Layanan Di SD Inpres 3 Banggai," *Jurnal Inovasi Penelitian Ilmu Pendidikan Indonesia* 2, no. 1 (2025): h. 58-59.

[45] Sehan Rifky Arfanaldy, "Analisis Kebutuhan Pengelolaan Tenaga Administrasi Madrasah," *Edu Cendikia: Jurnal Ilmiah Kependidikan* 4, no. 01 (2024): h. 4-6, https://doi.org/10.47709/educendikia.v4i01.3561.

[46] Rinaldo Ilham et al., "Pelaksanaan Administrasi Kesiswaan Di MTs Nurul Akhlaq Desa Biaro Baru Kecamatan Karang Dapo Kebupaten Musi Rawas Utara," *Jurnal Pendidikan Tambusai* 8, no. 1 (2024): h. 12547.

[47] Muliati P et al., "Strategi Pengelolaan Administrasi Sekolah Dalam Peningkatan Mutu Pendidikan Di SD

Jember, a lack of synergistic relationship between the foundation and the school manager led to overlapping policies that aggravated the ineffectiveness of the work system.[48]

Lack of awareness and student participation is also a major challenge and obstacle in the implementation of school administration. Some students do not fully understand the importance of administration in supporting the smooth running of school activities, leading to frequent negligence in completing administrative files or requirements. This is also conveyed by teachers and staff, who observe that some students feel reluctant, embarrassed, or hesitant to deal directly with administrative officers. Minimal student involvement in the administrative process also hinders the effectiveness of completing administrative tasks in the school environment.[49]

This fact is also reinforced by various research findings. Research by Mardiana and Afriza at SMP Muhammadiyah II Pekanbaru showed that 71.5% of student satisfaction with the school is influenced by the quality of administrative services. When services are perceived as suboptimal, students tend to become apathetic towards their administrative responsibilities.[50] Meanwhile, a study by Neliwati et al. at SMP Nurul Ikhwan, Serdang Bedagai, revealed that 41.9% of student satisfaction comes from administrative services, while the rest is determined by the student's own internal awareness and attitude.[51] This indicates that even if school services are already good, low student participation can still occur if it is not supported by internal motivation and understanding from the student. In line with this, Salsabila and Kurniawan assert that student administration is an integral part of achieving school goals.[52] The effectiveness of administration depends not only on the completeness of the system but also on the active involvement of students in carrying it out.

Furthermore, the digital literacy gap in the Society 5.0 era demands that teachers be able to manage student administration digitally, such as recording attendance, assessment, and managing student data, which poses a specific challenge in student administration. In reality, many teachers face difficulties due to a lack of digital skills and suboptimal training. At MTs Negeri 7 Ciamis, teacher maladaptation was found due to limited facilities and the perception that technology is only an auxiliary tool, not an important part of learning. Consequently, teachers are reluctant to use digital media and prefer manual methods. Some even experience technophobia due to minimal self-confidence and technical understanding, which impacts the low effectiveness of administrative services and student learning.[53]

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Inpres 12/79 TA Kabupaten Bone," *JURNAL MAPPESONA* 6, no. 1 (2023): h. 34-35.

[48] Muhtadi Irvan, "Manajemen Koordinasi Hubungan Organisatoris Antara Lembaga Penyelenggara Dan Pengelola Pendidiksn (Studi Penyelenggaraan Pendidikan Swasta Di Jember-Jawa Timur)," *Jurnal Adminisistrasi Pendidikan* XIV, no. 1 (2012): H. 166-167.

[49] Harisma Cahaya et al., "Pelaksanaan Administrasi Kesiswaan D MTS Negeri 2 Palembang," *Journal of Law, Administration, and Social Science* 4, no. 5 (2024): h. 970.

[50] Mardiana and Afriza, "Pengaruh Layanan Administrasi Sekolah Terhadap Kepuasan Siswa Di SMP Muhammadiyah II Pekanbaru," *Jurnal Administrasi Pendidikan Dan Konseling Pendidikan: JAPKP* 4, no. 2 (2023): h. 107, http://dx.doi.org/10.24014/japkp.v4i2.18930.

[51] Neliwati et al., "Pengaruh Pelayanan Administrasi Kesiswaan Terhadap Kepuasan Siswa Di Sekolah Menengah Pertama," *JURNAL BASICEDU* 6, no. 6 (2022): h. 9849, https://doi.org/10.31004/basicedu.v6i6.3929.

[52] Putriana Zahra Salsabila and Edi Kurniawan, "Student Administration Towards the Achievementof the Goals of the School," *Jurnal Pendidikan Nusantara;* 4, no. 1 (2025): h. 31, https://doi.org/10.55080/jpn.v4i1.178.

[53] Ai Zakiah Fitria, "Maladaptasi Guru Terhadap Penggunaan TeknologiPembelajaran Di Era Digital ( Studi

Another problem is infrastructure inequality, especially in remote areas that face network constraints and technology facilities. Data security is also a concern due to the risk of leakage of students' personal information resulting from weak digital system protection.[54] Schools like SD Muhammadiyah Purworejo still face network limitations and inadequate digital devices, so the use of digital platforms is not yet optimal.[55] Moreover, the administrative systems used are often not integrated with each other, requiring data input to be done repeatedly. This is also evidenced in research by Lestari and Iryanti, which shows that even though schools use digital systems, the administrative process remains slow because teachers have to work manually due to weak integration systems and a lack of continuous training.[56]

To overcome the various challenges in implementing student administration, a comprehensive and collaborative approach is needed. Schools must strive to improve the quality of human resources through regular and continuous training programs, as well as the recruitment of competent administrative staff. On the other hand, the utilization of information technology must be balanced with improving digital literacy for teachers and staff, and the provision of equitable infrastructure, especially in remote areas. It is also important to build student awareness about the importance of administration through communicative and participatory education. Furthermore, the integration of interconnected digital systems can minimize workload and data duplication, while strengthening information security policies will protect student data. With the right strategy and synergy among stakeholders, the student administration process is expected to run efficiently, effectively, and responsively to student needs.

**CONCLUSION**

Student administration plays a vital role in managing all aspects related to students, ranging from data collection, guidance, to the integrated development of potential, in conjunction with teachers, curriculum, and school facilities. Through systematic and continuous management, student administration supports the smooth running of the learning process and the achievement of educational goals by facilitating the students' holistic physical, psychological, and social development. The role of the teacher is crucial in the implementation of this administration, starting from the selection and data collection of new students, managing attendance, character development, up to evaluation and career guidance, all of which aim to support student success and welfare.

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Pada Madrasah Tsanawiyah Negeri 7 Ciamis)," *PROSIDING : Seminar Antarbangsa "Penguatan Karakter Menuju Konselor Multibudaya Dijiwai Nilai-Nilai Religius,"* 2023, h. 1356-1357.

[54] Abda Muhammad Al Furqan et al., "Problematika Administrasi Peserta Didik Dalam Era Society 5.0: Mengintegrasikan Teknologi Untuk Meningkatkan Kualitas Pendidikan," *CENDEKIA: Jurnal Ilmu Sosial, Bahasa Dan Pendidikan* 4, no. 4 (2024): h. 211.

[55] Titi Anjarini et al., "Pemanfaatan Teknologi Digital Dalam Pembelajaran Untuk Meningkatkan Literasi Digital Bagi Guru-Guru Di SD Muhammadiyah Purworejo," *MESTAKA: Jurnal Pengabdian Kepada Masyarakat* 3, no. 6 (2024): h. 700.

[56] Vina Ayu Lestari and Shobhah Shofariyani Iryanti, "Abad 21: Strategi Guru Dalam Meningkatkan Kemampuan Berpikir Kritis Siswa Pada Pembelajaran PAI Melalui Literasi Digital," *Kurnal Pendidikan Tambusai* 8, no. 1 (2024): h. 6163.

However, the implementation of student administration faces various significant challenges, such as limited human resources and facilities, a lack of coordination between units, and low student participation. Furthermore, the gap in digital literacy and uneven infrastructure complicates administrative management in the current technological era. Therefore, a concerted effort is needed, which includes improving HR capacity, strengthening digital literacy, providing adequate facilities, and developing an integrated and secure information technology system. The synergy of all stakeholders is key for student administration to run effectively, efficiently, and responsively in supporting the optimal development of students.

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