

ABSTRAK

Buku induk siswa merupakan sarana pendukung kegiatan administrasi sekolah yang memiliki peran krusial dalam menyediakan rekaman data pribadi dan akademis siswa secara menyeluruh. Berdasarkan hasil observasi di SMP Negeri 31 Palembang, proses pengelolaan buku induk kesiswaan saat ini masih dilakukan secara konvensional atau manual. Hal tersebut menyebabkan munculnya berbagai kendala operasional, seperti lambatnya proses pengolahan data kesiswaan, sulitnya pelacakan riwayat kurikulum siswa, serta lamanya waktu yang dibutuhkan untuk menyusun laporan administrasi tahunan. Metode penelitian yang diterapkan dalam penyusunan Laporan Akhir ini adalah Research and Development (R&D) dengan mengadopsi model pengembangan ADDIE yang terdiri dari lima tahapan terstruktur, yaitu Analysis, Design, Development, Implementation, dan Evaluation. Teknik pengumpulan data dilakukan secara komprehensif melalui kegiatan observasi langsung, wawancara mendalam dengan staf tata usaha, dokumentasi arsip sekolah, serta studi pustaka yang relevan. Hasil penelitian menunjukkan bahwa implementasi aplikasi Sistem Informasi Buku Induk Siswa berbasis Microsoft Excel ini mampu memberikan kontribusi signifikan bagi staf tata usaha dalam mengelola data kesiswaan secara lebih cepat, akurat, dan terorganisir. Sistem baru ini berhasil mempermudah proses pencarian rekam jejak digital siswa, meminimalisasi risiko kesalahan input data, serta mempercepat waktu penyusunan laporan kesiswaan di SMP Negeri 31 Palembang.

Kata Kunci: *Sistem informasi, Buku Induk Siswa, Microsoft Excel, ADDIE, Research and Development*

ABSTRACT

The student register is a tool that supports school administration activities and plays a crucial role in providing a comprehensive record of student personal and academic data. Based on observations at SMP Negeri 31 Palembang, the current management of the student register is still carried out conventionally or manually. This has led to various operational challenges, such as slow student data processing, difficulty tracking student curriculum history, and the lengthy time required to compile annual administrative reports. The research method applied in preparing this Final Report is Research and Development (R&D), adopting the ADDIE development model, which consists of five structured stages: Analysis, Design, Development, Implementation, and Evaluation. Data collection techniques were conducted comprehensively through direct observation, in-depth interviews with administrative staff, school archive documentation, and relevant literature review. The results indicate that the implementation of the Microsoft Excel-based Student Register Information System application significantly contributes to administrative staff managing student data more quickly, accurately, and in an organized manner. This new system has successfully simplified the process of searching for students' digital footprints, minimized the risk of data input errors, and accelerated the time required to prepare student reports at SMP Negeri 31 Palembang.

Keywords: *Information System, Student Master Book, Microsoft Excel, ADDIE, Research and Development*