

## ABSTRAK

**Diaul Azhari:** 220101050279, *Analisis Pengelolaan Data Administrasi Pendidikan Melalui Education Management System (EMIS) di MAN 3 Banjarmasin*, Pembimbing Dr. Riinawati, M. Pd., pada Program Studi Manajemen Pendidikan Islam Fakultas Tarbiyah dan Keguruan UIN Antasari Banjarmasin. 2026.

**Kata Kunci:** EMIS, Pengelolaan Data, Administrasi Pendidikan, Sistem Informasi, Madrasah

Education Management Information System (EMIS) merupakan sistem informasi yang digunakan untuk mengelola data pendidikan secara terintegrasi guna mendukung perencanaan, pelaksanaan, dan pengambilan keputusan dalam penyelenggaraan pendidikan. Penelitian ini dilatarbelakangi oleh pentingnya pengelolaan data administrasi pendidikan yang akurat, lengkap, dan mutakhir, serta masih ditemukannya berbagai kendala dalam implementasi EMIS di tingkat madrasah.

Penelitian ini bertujuan untuk menganalisis pengelolaan data administrasi pendidikan melalui penerapan Education Management Information System (EMIS) di MAN 3 Banjarmasin. Fokus penelitian meliputi proses pengumpulan data (input), pengolahan data (processing), output yang dihasilkan, serta kendala dan upaya optimalisasi dalam pengelolaan data administrasi pendidikan.

Penelitian ini menggunakan pendekatan kualitatif dengan jenis penelitian deskriptif. Subjek penelitian terdiri dari operator EMIS, kepala madrasah, tenaga tata usaha, dan guru yang terlibat dalam pengelolaan data. Teknik pengumpulan data dilakukan melalui wawancara, observasi, dan dokumentasi. Analisis data dilakukan melalui tahap reduksi data, penyajian data, dan penarikan kesimpulan, serta diuji keabsahannya melalui triangulasi sumber dan teknik.

Hasil penelitian menunjukkan bahwa penerapan EMIS di MAN 3 Banjarmasin telah berjalan sesuai dengan prosedur yang ditetapkan, yang ditandai dengan proses pengumpulan, verifikasi, validasi, serta pembaruan data yang dilakukan secara sistematis dan terkoordinasi. Data yang dihasilkan dimanfaatkan dalam berbagai kebutuhan administrasi pendidikan, seperti dasar penerimaan dana BOS, pengelolaan ijazah, Rapor Digital Madrasah, tunjangan guru, serta program bantuan dan evaluasi pendidikan. Kendala yang dihadapi meliputi aspek teknis dan administratif, seperti gangguan jaringan serta ketidaklengkapan data. Adapun faktor pendukung keberhasilan implementasi meliputi peran operator, kerja sama antar pihak, serta ketersediaan sarana dan prasarana. Penelitian ini merekomendasikan peningkatan koordinasi, pengecekan data secara berkala, serta peningkatan kompetensi sumber daya manusia guna mendukung optimalisasi pengelolaan data EMIS secara berkelanjutan.

## **ABSTRACT**

**Diaul Azhari.** Student ID Number: 220101050279, Analysis of Educational Data Management Through the Education Management Information System (EMIS) at MAN 3 Banjarmasin, Supervisor Dr. Riinawati, M.Pd., Islamic Education Management Study Program, Faculty of Tarbiyah and Teacher Training, UIN Antasari Banjarmasin, 2026.

**Keywords:** EMIS, data management, educational administration, information system, madrasah

Education Management Information System (EMIS) is an information system used to manage educational data in an integrated manner to support planning, implementation, and decision-making processes in education. This study is motivated by the importance of accurate, complete, and up-to-date educational administrative data management, as well as the existence of various challenges in the implementation of EMIS at the madrasah level.

This study aims to analyze the management of educational administrative data through the implementation of the Education Management Information System (EMIS) at MAN 3 Banjarmasin. The focus of this research includes the data collection process (input), data processing (processing), the resulting output, as well as the constraints and optimization efforts in managing educational administrative data.

This study employed a qualitative approach with a descriptive research design. The research subjects consisted of the EMIS operator, the head of the madrasah, administrative staff, and teachers involved in data management. Data were collected through interviews, observations, and documentation. Data analysis was conducted through data reduction, data display, and conclusion drawing, while data validity was ensured through source and technique triangulation.

The results of the study indicate that the implementation of EMIS at MAN 3 Banjarmasin has been carried out in accordance with established procedures, as reflected in the systematic and coordinated processes of data collection, verification, validation, and updating. The data generated are utilized for various educational administrative purposes, such as the basis for BOS fund allocation, certificate management, Digital Madrasah Report (RDM), teacher allowance management, as well as educational assistance programs and evaluation. The constraints encountered include technical and administrative issues, such as network disruptions and incomplete data. Supporting factors for successful implementation include the role of the EMIS operator, collaboration among stakeholders, and the availability of infrastructure. This study recommends strengthening coordination, conducting regular data verification, and enhancing human resource competencies to support the continuous optimization of EMIS data management.