

## ABSTRACT

---

*Academic activities monitoring is the monitoring of school management implementation in the form of academic agenda and presence for the decision making process. Now, the academic agenda and presence data are still managed manually using paper documents. Data management using paper documents often cause problems related to employee data, academic agenda, daily and academic agenda presence, and monthly percentage of attendance which are not well organized, hard in information retrieval, data search, as well as inaccuracy of data. To support the data management, it is required a monitoring system to generate information and the percentage of attendance presence. The research method, that is applied, is the System Development Life Cycle (SDLC) using the Waterfall model stages of communication, planning, modeling, construction and deployment. To test the functionality of the system, it uses black box testing method. The result of this system is that the employees can easily do presence and get information agenda and the percentage by email and also principal can easily obtain information of academic agenda, and the presence of employee data, the percentage charts, for further decision making process outside system.*

*Keywords: System Development Life Cycle, Waterfall, Black Box Testing, Email.*