

**THE PREPATION PROCESS OF SCHOOL'S VISION, MISION AND
GOALS AT 26 STATE VOCATIONAL SCHOOL**

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ABSTRACT

This research was conducted at 26 State Vocational School to find out about the information and to describe strategic planning. This research was conducted from May until July 2017 using qualitative approach and descriptive method. Data collecting was done using observation, interviews, and studying the documents. Data analysis stage was done using data reduction, data display, and data verification. The source of this research are Vice Principal in Academic Affair, Vice Principal in Structure and Infrastructure Affair, and Head of Internal Control.

Based of the result of this research, it can be concluded that strategic planning preparation started with preparation of school's vision, mission, and goals. Preparation of school's vision, mission, and goals started with: First, internal meeting that involve principal, vice principals, and head of internal control. Second, establishment of formulation unit. Third, formulation unit to consult and present the draft. Fourth, validation of the draft by principal of 26 State Vocational School. Fifth, socialize the draft to school's resident by visualization and using media such as banner and poster.

Keywords: Strategic Planning, School's Vision, Mission and Goals Formulation