



## **2025 Minnesota Student Survey**

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### **Registration System User Guide**

Updated December 2024

Additional information on the 2025 Minnesota Student Survey is located at: [MSS 2025](#)

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## Minnesota Student Survey – Overview

The **MINNESOTA STUDENT SURVEY** (MSS) provides youth, parents and caregivers, and their communities a dynamic vehicle for ongoing communication about issues vital to the health, safety, and academic success of youth. Since the survey was first offered in 1989, it has gained a solid reputation as a reflection of the needs and strengths of adolescents. It is a valuable tool for school districts, county agencies, and state agencies in planning meaningful and effective ways of supporting students and families.

The survey is voluntary, confidential, and anonymous on the part of students. It is designed to be given to fifth, eighth, ninth, and 11<sup>th</sup> graders and asks students questions about their activities, opinions, and behaviors. The broad array of issues addressed include substance abuse (tobacco, alcohol, and other drugs), school climate and safety, nutrition, academics, connections with school, family, and community and many other topics. At the **senior high level only**, there are questions asked about sexual activity and more extensive questions about drug usage. The survey is offered to traditional public elementary and secondary schools, charter schools, tribal schools, alternative learning centers, and to youth in juvenile correctional facilities. Findings for the juvenile correctional facilities and alternative learning settings are reported separately.

State, county, and district-level data are made available on the Minnesota Department of Education website. Beginning with 2013, data are available in an interactive format that allows users to customize their view of the results. [Data from 2013 through 2022](https://public.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=242) are available here:  
<https://public.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=242>.

School district findings often satisfy the requirement for objective data for state and federal grants. As important partners in providing services to students and their families, local public health and social service agencies find that the data are important for planning and programming. State agencies use the findings to monitor trends in health and risk behaviors, to design and adjust programming to meet current and anticipated needs of youth, apply for funding for statewide initiatives, and to assist schools and communities in efficient planning and implementation of youth programs.

The survey is offered every three years; 2025 will be the 13<sup>th</sup> administration. There have been high levels of participation on the part of school districts in the past and high participation rates among youth within those districts, making the data a strong depiction of the factors that bolster Minnesota students as well as those that put them at risk for health, social, or learning problems. Statewide in 2022, over 135,000 youth participated.

For the 2025 survey administration, the Minnesota Departments of Education, Health, Public Safety, and Human Services are working together to manage the tasks of preparation, data analysis and reporting.

**If you have questions, please contact:**

Minnesota Department of Education: [mde.studentsurvey@state.mn.us](mailto:mde.studentsurvey@state.mn.us)

Or visit <https://mss.mn.gov/MSS/index.htm>

# Minnesota Student Survey – Frequently Asked Questions

## Do we need to notify parents before the students take the survey?

- Yes. Most school districts, with the exception of non-public schools and juvenile correctional facilities, are required by law to notify parents of the school's participation in the Minnesota Student Survey. Non-public schools are strongly encouraged to notify parents while not required. According to the federal education law revised in 2002 under No Child Left Behind, school districts must inform parents of surveys containing sensitive questions. The Protection of Pupil Rights Amendment (PPRA) **requires** that parents are informed at the beginning of the school year regarding the content and approximate schedule of the surveys.
- A **second** notification is required prior to the survey administration for the parents of students who are eligible to participate in the survey. The second notification must include the specific survey schedule, the content of the survey and the process for reviewing the survey instrument. Parents also must be informed of their right to exclude their child(ren) from participating in the survey (passive consent procedure). Written consent to participate is not required.
- Information about PPRA and sample parental notification letters are available on the 2025 MSS website: [MSS 2025](https://mss.mn.gov/MSS/mss2025/) (<https://mss.mn.gov/MSS/mss2025/>)
- It is extremely important to complete the PPRA and notification procedures. ANY surveys conducted without PPRA notifications cannot be included in any analysis nor can their results be released in any format.

## When should we administer the survey?

- The administration of the 2025 Minnesota Student Survey will take place during Winter/Spring 2025. The preferred administration window is **January through March 2025**. You can administer the survey between January and June.
- If the school you are registering completes the administration of the survey, they will receive brief, preliminary results shortly after administration completion. Your district will be eligible for getting early district-level results before the end of the school year if all participating schools in the district also complete administration by March 14, 2025.
- All surveys are to be completed **by June 6, 2025**.

## I need help with registration or I have additional questions. Who do I contact?

- Contact [mde.studentsurvey@state.mn.us](mailto:mde.studentsurvey@state.mn.us)
- Book a virtual office hour:  
<https://outlook.office.com/bookwithme/user/164b97ebc858437fbd040e8147ac61ea@state.mn.us/meetingtype/OQlIGWfQtEWrtuPs3Y-0nw2?bookingcode=51522f32-6f65-4a51-afc2-db121f36da91&anonymous&ep=mLinkFromTile>

## How long will it take to register a school?

- Registration should take approximately 5 minutes per school if you have everything you need on hand. The list of what you will need can be found below.

## What You Need to Register

The Minnesota Student Survey registration system requires responses to most items in order for you to complete registration. If you log out of the system before completing registration for a school, it will bring you where you left off. Once you complete registration for a school, you can always go back and edit your registration information.

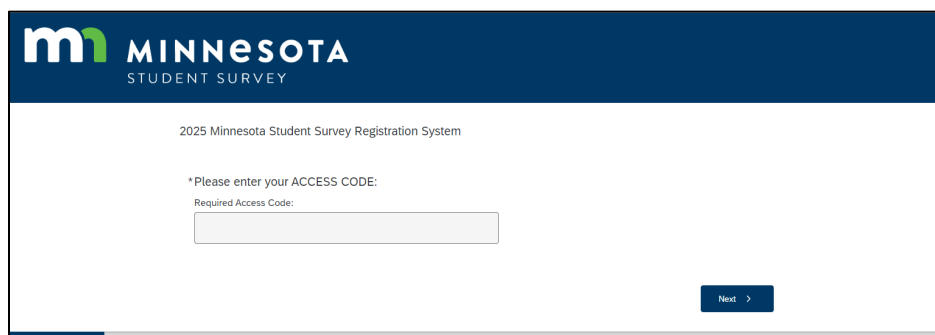
### What should you have on hand to register a school?

- The registration **access code/pin number** for the school.
- A **list of the grade levels you plan to survey**. (While the standard grade levels surveyed are fifth, eighth, ninth, and 11th, schools can opt to also survey students in sixth, seventh, 10th, and 12th grades.)
- The **estimated week** you plan to survey each grade level.

## Instructions for Online Registration

After clicking the link in the email, you received from [mde.studentsurvey@state.mn.us](mailto:mde.studentsurvey@state.mn.us) to register, you will see a welcome screen that provides a summary about the registration survey. Please click “Next” to continue.

Then you will see following screen in your web browser showing where to enter the ACCESS CODE provided in your email for the first school you are registering. Please enter the code for the first school you are registering (you will have the opportunity to complete registration for your other schools separately) and click “Next” to continue.

The screenshot shows a web browser window with a dark blue header. The header contains the Minnesota Student Survey logo, which consists of a stylized 'm' followed by the word 'MINNESOTA' in all caps and 'STUDENT SURVEY' in smaller all caps below it. Below the header, the text '2025 Minnesota Student Survey Registration System' is centered. Further down, there is a prompt: '\* Please enter your ACCESS CODE:'. Below this prompt is a label 'Required Access Code:' followed by a text input field. At the bottom right of the form area, there is a blue button with the text 'Next >'.

m MINNESOTA  
STUDENT SURVEY

2025 Minnesota Student Survey Registration System

\* Please enter your ACCESS CODE:

Required Access Code:

Next >

You will then be directed to a page asking you to verify information about the school you are registering and the school district. If the information displayed is accurate and you want to register that school, select **“Yes, I would like to register.”** If this information is inaccurate, select **“No, this is not the school I want to register.”** If you want to opt out this school from the survey, select **“I want to opt out.”**

\*You are attempting to register the following school:  
School Name: SCHOOL NAME  
School District: DISTRICT NAME

☐ Yes, I would like to register.

☐ No, this is not the school I want to register

☐ I want to opt-out.

**If you select “No, this is not the school I want to register”:**

The following message will appear:

**To register another school, please proceed to the next page to end this survey and start a new one.**

You will then be rerouted to the end of the survey and then to the access code screen. Please re-enter your access code and confirm it is the correct school and school district. Double check that the access code is exactly written exactly as in the email. If you are still experiencing difficulties, please contact MSS Interagency team.

**If you select “I would like to register.”:**

The MSS Interagency Team has pre-loaded information for both District Assessment Coordinators and other registrants. Please confirm the **Name**, **Email**, and **Phone** are correct. If all the following is correct, select “Yes” and click “Next”.

Is the information below is yours and correct?

Name: NAME  
Email: EMAIL  
Phone: PHONE

☐ Yes

☐ No

If there are any errors, select “No” to update the information on the next screen.

You will then be directed to a prompt about whether the school you are registering plans to complete the survey by March 14, 2025. Please note this is an optional completion date. You will have until June 6, 2025 to complete the survey for the school you are registering.

\*If all the participating schools in your district complete the survey by March 14, 2025, your school district will be able to get early results by May 31, 2025. This is OPTIONAL. Are you planning to complete the survey by March 14, 2025?

☐

Yes

☐

No

You will then be brought to a screen that will allow you to select the grade levels this school planning to survey. (Grades 5 to 12). Please select all that applies.

\*MSS data are publicly reported for grades 5, 8, 9 and 11. You may select all the grades you plan to survey.

☐

Grade 5

☐

Grade 6

☐

Grade 7

☐

Grade 8

☐

Grade 9

☐

Grade 10

☐

Grade 11

Then you will be asked to choose a month and a day for each grade level that this school plans to administer the survey. Please select from the dropdown menu for the month and the day.

\*Please select a month and a day that you are planning to start surveying each grade. Note that: you are going to receive an email that contains links to each grade's survey two (2) weeks before the date you select.

|          | Month                 | Day                   |
|----------|-----------------------|-----------------------|
| Grade 5: | <div>Select one</div> | <div>Select one</div> |
| Grade 6: | <div>Select one</div> | <div>Select one</div> |
| Grade 7: | <div>Select one</div> | <div>Select one</div> |
| Grade 8: | <div>Select one</div> | <div>Select one</div> |

Please select {I acknowledge that I have read this statement} about the federal Protection of Pupil Rights Amendment (PPRA) requirements. By clicking the blue hyperlink, you can learn more about what the amendment requirements include.

**In order to complete registration for the Minnesota Student Survey (MSS), your school must acknowledge federal [Protection of Pupil Rights Amendment \(PPRA\)](#) requirements regarding parental notification for the 2025 MSS.**

**Public schools are required to follow PPRA requirements. Non-public schools are not required, but strongly encouraged to follow PPRA requirements.**

**I acknowledge that I have read this statement regarding parental notification for the 2025 MSS.**

☐ Yes

If all the required questions have been answered, you will receive a confirmation screen stating that an email will be sent to you, the District Assessment Coordinator, or the pre-designated alternative for the school you are registering.

**Thank you for completing the 2025 MSS Registration System.**

**Your responses will be emailed to you shortly.**

**Select to register another school.**