



2022 Minnesota Student Survey

Registration System User Guide

Updated November 30, 2021

Additional information on the 2022 Minnesota Student Survey is located at: <http://mnstudentsurvey.org/>

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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 on-going 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 5th, 8th, 9th and 11th 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, 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 2019 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, to 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; 2022 will be the twelfth 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 2019, over 170,000 youth participated.

For the 2022 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

Wilder Research: 651-280-2791 or mss@wilder.org

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 2022 MSS website: <http://mnstudentsurvey.org>
- 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 2022 Minnesota Student Survey will take place during Winter/Spring 2022. The preferred administration window is **from January through March 2022**. You can administer the survey between January 18th and June 10th, 2022.
- Additionally, if the school you are registering completes the administration of the survey by March 18th, your district might 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 18th, 2022.
- All surveys are to be completed **by June 10, 2022**.

I need help with registration or I have additional questions. Who do I contact and how can I contact them?

- Contact Wilder Research by phone or email:
 - Call us at **651-280-2791**
 - Email us at **mss@wilder.org**

How long will it take to register a school?

- Registration should take approximately 10 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 back to the main menu. 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 5th, 8th, 9th, and 11th, schools can opt to survey students in 6th, 7th, 10th, and 12th grades.)
- The **estimated number of students** for each grade level you plan to survey.
- The **estimated week** you plan to survey each grade level.
- The **name and contact information for the onsite survey coordinator**, if that is not you.

Instructions for Online Registration

After clicking the link in the email you received from mss@wilder.org to register, you will see the 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 click “Begin Registration” to continue.



Minnesota Student Survey

Please enter your ACCESS CODE:

You will be directed to a page asking to verify information about the school you are registering and school district. If the information displayed is accurate, select “Yes, this is correct.” If this information is inaccurate, select “No, this is not the school I want to register.”

Welcome to the 2022 Minnesota Student Survey Registration System!

Please confirm that you are attempting to register the following school.

School: SCHOOL NAME

School District: 999999

Yes, this is correct

No, this is not the school I want to register

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

The following message will appear:

You will now be directed back to the main access screen and asked to re-enter your access code.

If you are still unable to access the school you are trying to register, please contact Wilder Research at 651-280-2791 or mss@wilder.org.

You will then be rerouted to the initial access code screen. Please re-enter your access code and confirm it is correct school and school district. Double check that the access code is exactly written as in the email. If you are still experiencing difficulties, please contact Wilder Research either at the phone number or email listed above.

MAIN MENU

Welcome to the main menu. Your screen should have the following options:

MAIN MENU:

What would you like to do? Please make your selection from the list below.

- Register **SCHOOL NAME** (Once started, you will need to complete the registration process in order to return to this menu.)
- Change **SCHOOL NAME**'s registration information (for a school that is already registered)
- Get **SCHOOL NAME**'s registration information (for a school that is already registered)
- View survey instruments or test surveys
- Ask for help or get more information
- I would like to register a different/another school
- Exit registration tool (you may re-enter the tool at any time)

The following options will be broken down with step-by-step instructions. Please skip to the following page to read more about each option choice.

- Register a school (Page 5)
- Change registration information (for a school that is already registered) (Page 11)
- Get registration information (for a school that is already registered) (Page 11)
- View survey instruments or test surveys (Page 12)
- Ask for help or get more information (Page 12)
- I would like to register a different school (Page 13)
- Exit registration tool (you may re-enter the tool at any time) (Page 13)

REGISTER A SCHOOL

After selecting the "Register a school" option, please select your title or position as seen below:

Please indicate below your title or position.

This will help us track who is registering the school and allow us to prefill certain information on registration screens.

- District Assessment Coordinator (or pre-designated alternative)
- Principal
- Someone else (please specify)

Wilder Research has pre-loaded information for both District Assessment Coordinators and Principals. After selecting the appropriate response, please confirm the **Name, Email, and Phone** are correct. If all the following is correct, please click "Continue." If there are any errors, please update the information, then click "Continue." If you do not hold either of these positions, please update your information in the spaces provided.

If the information below is yours and the information is correct, proceed to the next screen, otherwise update the information below with the correct information for the person registering this school.

Name:

Wilder Research

Email:

mss@wilder.org

Phone:

Please use the following format (XXX-XXX-XXXX).

651-280-2791

You will then be asked about the main on-site contract person for the school you are registering. If you are the onsite contact, you do not have to fill out your information twice and the additional screen below will not be present. If you are **not** the onsite contact person, please enter that person's name and contact information.

Who will be the main on-site contact person for **SCHOOL NAME**? The main on-site contact person (*fill in duties*).

- I am the onsite contact person for this school.
- Someone else (please provide their contact information below).

Onsite contact name:

Onsite contact title/position:

Onsite contact email:

Onsite contact phone:

Please use the following format (XXX-XXX-XXXX).

You will then be directed to a prompt about whether the school you are registering plans to complete the survey by March 18, 2022. Please note this is an optional completion date. You will have until June 10, 2022 to complete the survey for the school you are registering.

If all the participating schools in your district complete the survey by March 18, 2022, your school district will be able to get early results by May 31, 2022. This is OPTIONAL. Are you planning to complete the survey by March 18, 2022?

Yes

No

You will then be brought to a screen that will allow you to select the week or weeks that the school you are registering plans to implement the survey for each applicable grade level (Grades 5th, 8th, 9th, and/or 11th). Please select from the dropdown menu which week you would like to administer the survey for each grade. You will have the opportunity to go back and change your administration week at any time.

Please choose the week that you would like to administer the survey for each grade at SCHOOL NAME.

You will be given the chance to register additional grades (6,7,10,12) in the next section.

Please note that you can come back and change your administration week at any time.

The current week cannot be selected as an administration window.

5th Grade:

Select an answer... ▼

Then please estimate the number of students who will take the survey for each applicable grade level.

Please estimate the number of students who will be taking the survey at this school for the grade or grades you plan to survey.

5th grade students:

You will then have the option to register any additional grades. Additional grades can include 6th, 7th, 10th and/or 12th grade.

Does your school plan on administering the survey to additional grades?

Yes

No

If you selected “Yes” for additional grades, please select which additional grades you would like to register surveys for.

Which additional grades do you plan to administer the survey to?

6th grade

7th grade

10th grade

12th grade

After you select which additional grades, please choose which week(s) you would like to administer the survey through the dropdown options for each applicable grade.

Please choose the week that you would like to administer the survey for each additional grade.

Please note that you can come back and change your administration week at any time.

The current week cannot be selected as an administration window.

6th Grade:

Select an answer... ▼

7th Grade:

Select an answer... ▼

Then, please estimate the number of students who will be taking the survey.

Please estimate the number of students who will be taking the survey at this school for the grade or grades you plan to survey.

6th grade students

7th grade students

Whether or not you selected additional grades to be surveyed at the school you are registering, the next page will ask if you plan to administer the survey during the regular administration time. If you select yes, please contact Wilder Research to let us know what time window you need for administration.

Does this school need access to the survey outside of the regular administration time of 7:00 a.m. to 4:30 p.m. Monday through Friday?

- Yes
- No

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 2022 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 2022 MSS?

- Yes

Finally, you will be shown an optional question regarding which topics of the Minnesota Student Survey are most important to the school you are registering. Please check all that apply. Then, you will have the opportunity to type-in what you are most interested in learning about from the 2022 results.

OPTIONAL: We are interested in knowing which topics covered in the Minnesota Student Survey are most important to your school?

Please select one or more topics.

- Enrichment activities outside of the regular school day
- Academics and school climate
- Family and relationships
- Physical health and nutrition
- Mental health
- Sexual health
- Substance use (Alcohol, Tobacco, and Other Drugs)
- Other risk factors (Adverse Childhood Experiences; Gambling; Violence; Behavioral problems)

What are you most interested in learning about from the 2022 results?

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, and the onsite coordinator at the school you are registering.

Thank you for registering this school for the 2022 Minnesota Student Survey.

We will email a summary of **SCHOOL NAME's registration information to you, the onsite contact, and the District Assessment Coordinator (or pre-designated alternative).**

Click "Continue" to return to the main menu.

CHANGE A SCHOOL'S REGISTRATION INFORMATION (ALREADY REGISTERED)

The information shown on this screen will display the most up-to-date contact information for the school being registered. This includes contact information for the person who registered the school and the on-site contact, survey administration week(s), and additional grade levels to be surveyed. If you would like to change any of these details, please update them and click through all the options until you reach the Main Menu screen to save your changes. Please note that you cannot change a registration week to the current week. You will have to make an administration week change at least one week before you plan to administer the survey.

If the information below is yours and the information is correct, proceed to the next screen, otherwise update the information below with the correct information for the person registering this school.

Name:

Wilder Research

Email:

mss@wilder.org

Phone:

Please use the following format (XXX-XXX-XXXX).

651-280-2791

GET A SCHOOL'S REGISTRATION INFORMATION (ALREADY REGISTERED)

When selecting this option, the grade(s) you selected and the week(s) selected will be displayed below along with the links for Level 1, 2, and 3 Surveys. If you would like to change any of the information displayed on this screen, please select "Continue," and on the main menu select "Change [school name]'s registration information (for a school that is already registered)."

SCHOOL NAME is currently registered to administer the survey during the following weeks.

Grade 5:	
Grade 6:	
Grade 7:	
Grade 8:	
Grade 9:	
Grade 10:	
Grade 11:	
Grade 12:	

Your links for survey administration:

Level 1 Survey:	
Level 2 Survey:	
Level 3 Survey:	

We will also send an email that summarizes the registration information for this school to: you, the on-site contact, and the District Assessment Coordinator (or pre-designated alternative).

Select continue to return to the main menu.

VIEW SURVEY INSTRUMENT OR TEST SURVEYS

This screen will display the links for the school you are registering and the links for the test versions of these surveys. Testing the survey is **strongly recommended**. Please complete testing before the actual survey administration week if possible so that Wilder Research has time to help with troubleshooting. Ideally, test the survey using the same browsers, operating systems, and networks the students will be using when they take the actual survey. Do NOT use the test links when administering surveys to students. Test links will be the same for all schools. PDF copies of the survey instruments can be found at mnstudentsurvey.org.

Survey Links for **SCHOOL NAME**: *(These links cannot be used for other schools.)*

Level 1 Link: [levelonelink](#)

Level 2 Link: [leveltwolink](#)

Level 3 Link: [levelthreelink](#)

Test Links: *(The test links are the same for all schools.)*

Level 1 Test Link: [Available after 1/1/22](#)

Level 2 Test Link: [Available after 1/1/22](#)

Level 3 Test Link: [Available after 1/1/22](#)

PDF copies of the survey instruments can be found at mnstudentsurvey.org.

Select continue to return to the main menu.

ASK FOR HELP OR GET MORE INFORMATION

Below is the screen including contact options for the MN Student Survey website, Wilder Research, the Minnesota Department of Education. Please reach out with any question by phone or email.

Please visit mnstudentsurvey.org for information on:

- Protection of Pupil Rights Amendment (PPRA) information;
- Parent/guardian notification letters in English, Hmong, Spanish and Somali;
- Survey administration instructions; and
- Tip sheets

If you have questions about the registration process, please contact Wilder Research at 651-280-2791 or mss@wilder.org.

If you have other questions about the MSS, please contact the Minnesota Department of Education at mde.studentsurvey@state.mn.us

Select continue to return to the main menu.

I WOULD LIKE TO REGISTER ANOTHER SCHOOL

If you would like to register a different or another school, you will be redirected back to this initial screen to provide the new access code for this school. If you select this option by mistake, input your original access code in order to return back and continue your registration process.



Minnesota Student Survey

Please enter your ACCESS CODE:

EXIT REGISTRATION TOOL

You are all set! Your information has been saved and you can log in at any time and change any information. If you have any questions, please contact Wilder Research by email (mss@wilder.org) or by phone (651-280-2791).