

February 18, 2026

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Re: Collinsville ISD v. Derrick Jenkins
Docket No. 108-LH-02-2026

To the Independent Hearing Examiner and Party Addressed:

This letter acknowledges receipt of a request for the assignment of an Independent Hearing Examiner under Chapter 21, Subchapter F of the Texas Education Code, for conducting a hearing concerning the district's proposed decision of the above-referenced employee.

Texas Education Code § 21.257 requires an independent hearing examiner to issue a written recommendation no later than **60 days** from the Commissioner's receipt of the written request for a hearing unless the parties extend the deadline in writing; the deadline may be extended by not more than 45 days. **In this case, the recommendation is due before April 06, 2026. If the parties agree to extend the deadline an additional 45 days, the deadline is May 20, 2026. If a written agreement to extend the deadline is filed with the hearing examiner, the hearing examiner must promptly submit a copy of the agreement to the Division of Hearings and Appeals. A hearing examiner who fails to timely issue a written recommendation or decision will not be assigned additional cases by the Commissioner for a period not to exceed one year. TEX. EDUC. CODE § 21.257(e).**

The hearing examiner is entitled to charge *65.5 cents per mile as a travel expense for travel to and from the hearing site. If overnight travel is required for the hearing examiner, please refer to <http://www.gsa.gov/portal/category/100120> for your city rates.

Except as noted above, please do not send copies of documents filed in the hearing to the Division of Hearings and Appeals. In the event of an appeal to the Commissioner, the Division of Hearings and Appeals will request a copy of the local record.

Sincerely,

Office of the General Counsel
Division of Hearing & Appeals

Encl.